



# Right of Way Acquisition Training

Course 101

Introduction to  
Right of Way Acquisition



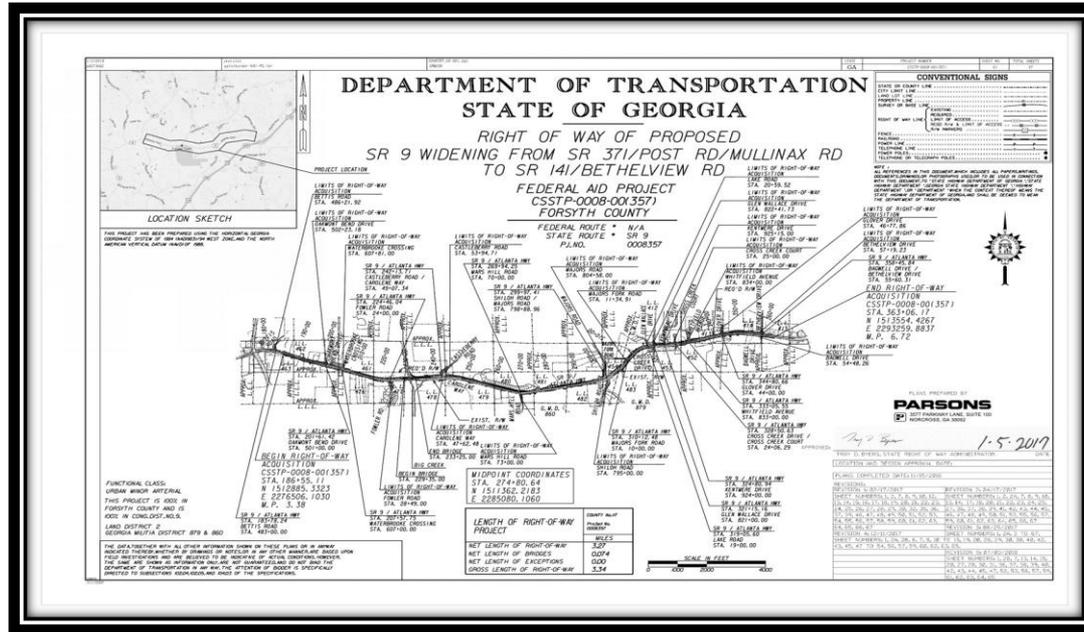
*For Training Purposes Only*

# Plan Reading & Overview of PDP

## Consultant Right of Way Training



# PLAN READING



# Introduction – ROW Plan Reading

## ➤ Plans: Primary Information Source for....

### ➤ Visual Depiction

- picture is worth a thousand words
- but it sometimes takes more than one..

## ➤ Source of legal descriptions and exhibits for....

# Information Source – Convey with sufficient detail (ROW Manual)

- **Owners, tenants, other interested parties**
- **Appraisers**
- **Specialty Valuers**
  - Signs
  - Septic systems/ wells
  - Water Vaults
  - Parking & Circulation
  - Others
- **Negotiators**
- **Attorneys, Judges, Witnesses**

# Visual Depiction

- **Shapes, Types , Areas and relative locations of right of way & easements.**
- **Improvements or property features**
  - Buildings, other improvements (fences, driveways, etc.)

# Visual Depiction

## ➤ Construction Features

- Medians & Median Breaks
- Curbs & Gutters, shoulders
- Driveways
- Ditches, culvers, drainage features (ponds, infiltration areas, etc.)

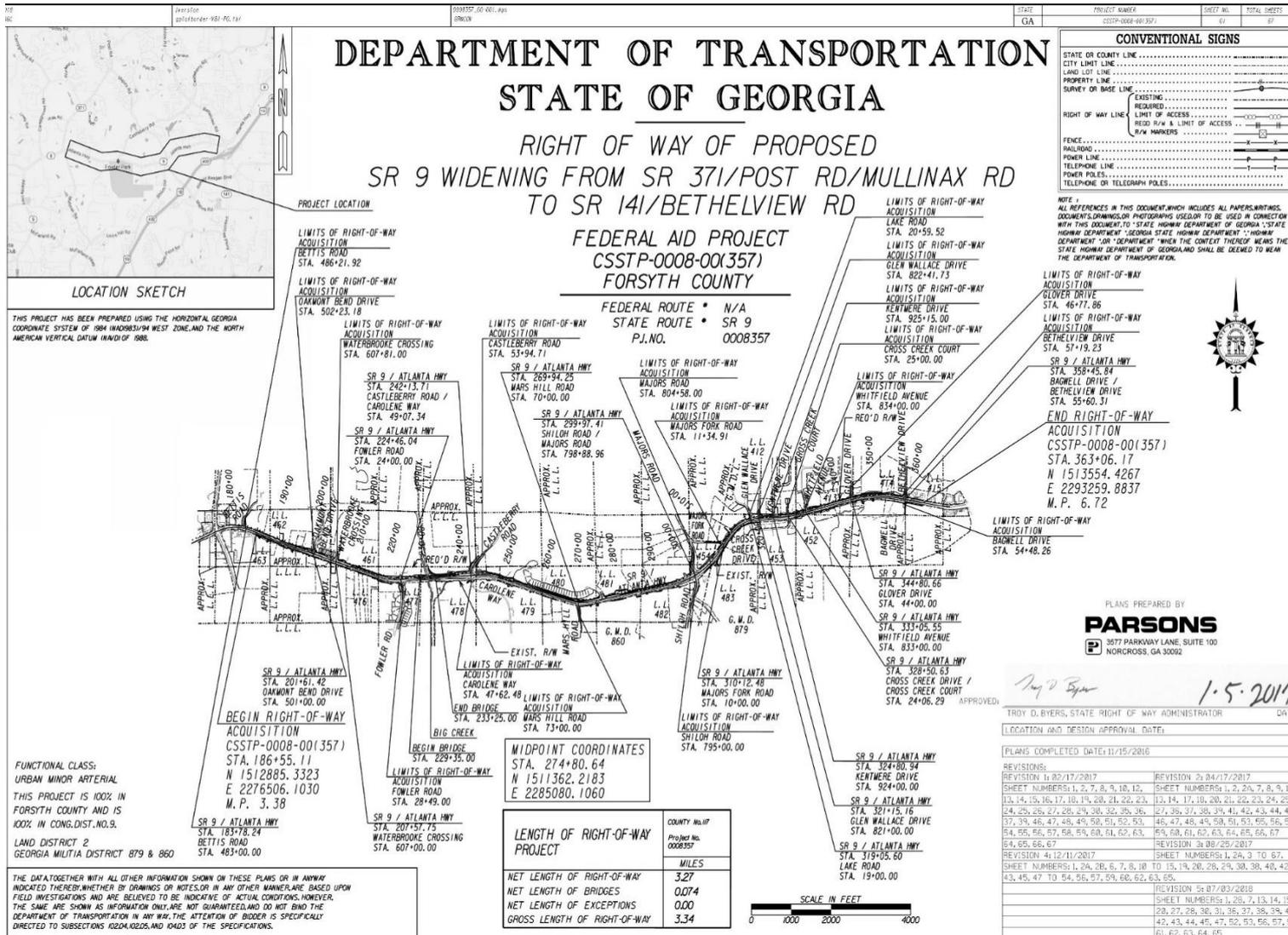
## ➤ Proximities

- Edge of Pavement
- Property Lines
- Construction limits

# Legal Descriptions

- **Plans become Plats**
- **Tables become legal descriptions**
- **Both get recorded at the Court House**





- Dept of Transportation
- State of Georgia
- ROW Plans (preliminary)
- Project Name
- Funding Type
- Project #
- Federal/State Route
- P.I. Number
- Designer
- Functional Class
- Disclaimer Language
- Scale
- Length & Midpoint
- Project Limits
- Dates
- North Arrow
- Location Sketch
- Conventional Signs
- STA (Stadia) #



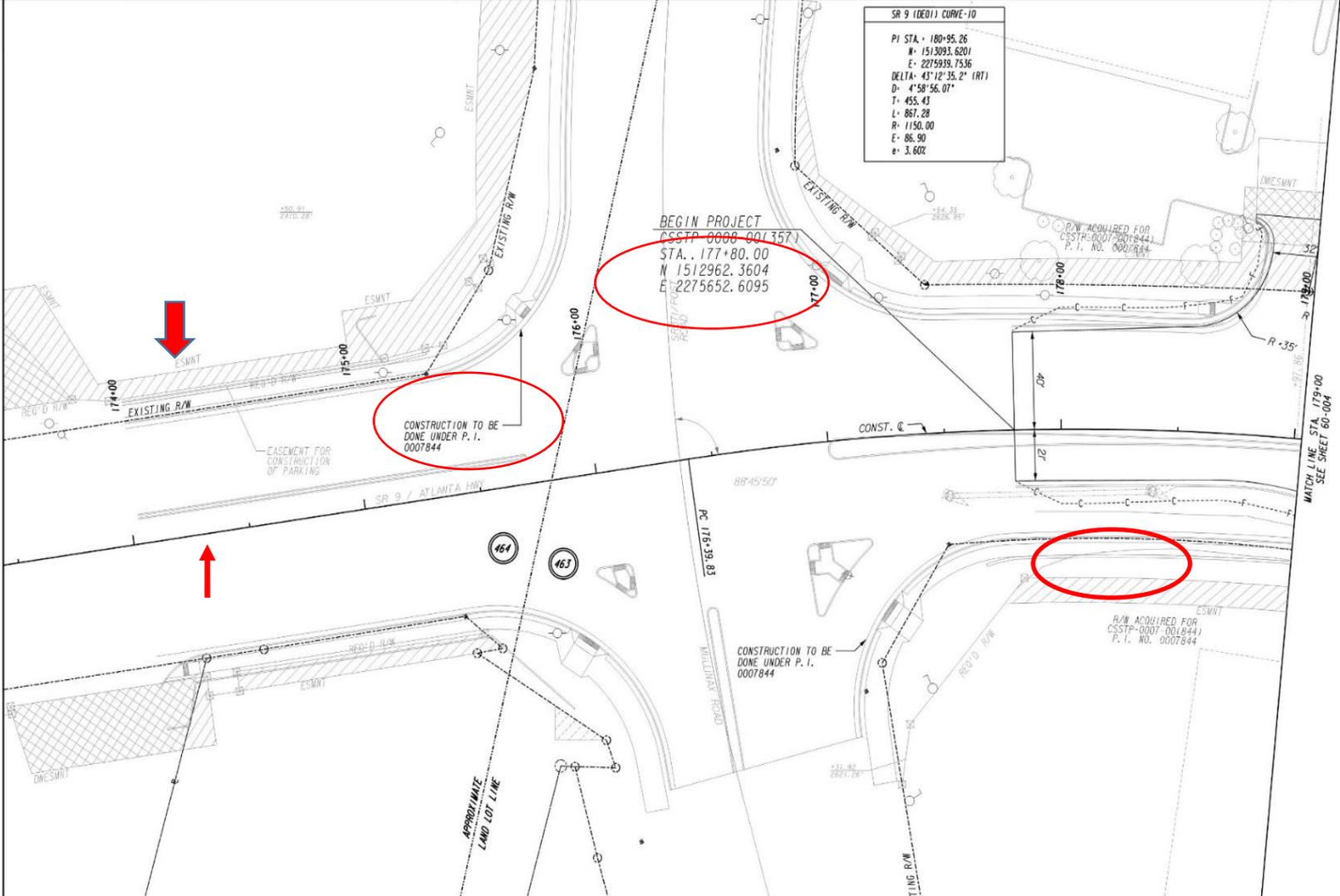
**SR 9 (DEE) CURVE-10**  
 PI STA. = 180+95.26  
 N = 1513093.6201  
 E = 2275939.7536  
 DELTA = 43°12'35.2" (RT)  
 D = 4°58'56.07"  
 T = 45.43  
 L = 867.28  
 R = 1150.00  
 E = 86.90  
 e = 3.60%

**BEGIN PROJECT**  
 CSSTP-0008-001(357)  
 STA. 177+80.00  
 N 1512962.3604  
 E 2275652.6095

CONSTRUCTION TO BE  
 DONE UNDER P. I.  
 0007844

CONSTRUCTION TO BE  
 DONE UNDER P. I.  
 0007844

R/W ACQUIRED FOR  
 CSSTP-0001-001844  
 P. I. NO. 0007844



PROPERTY AND EXISTING R/W LINE  
 REQUIRED R/W LINE  
 CONSTRUCTION LIMITS  
 EASEMENT FOR CONSTR  
 & MAINTENANCE OF SLOPES AND UTILITIES  
 EASEMENT FOR CONSTR OF SLOPES  
 EASEMENT FOR CONSTR OF DRIVES

**PARSONS**  
 3577 PARKWAY LANE, SUITE 100  
 NORCROSS, GA 30092

SCALE IN FEET  
 0 20 40 80

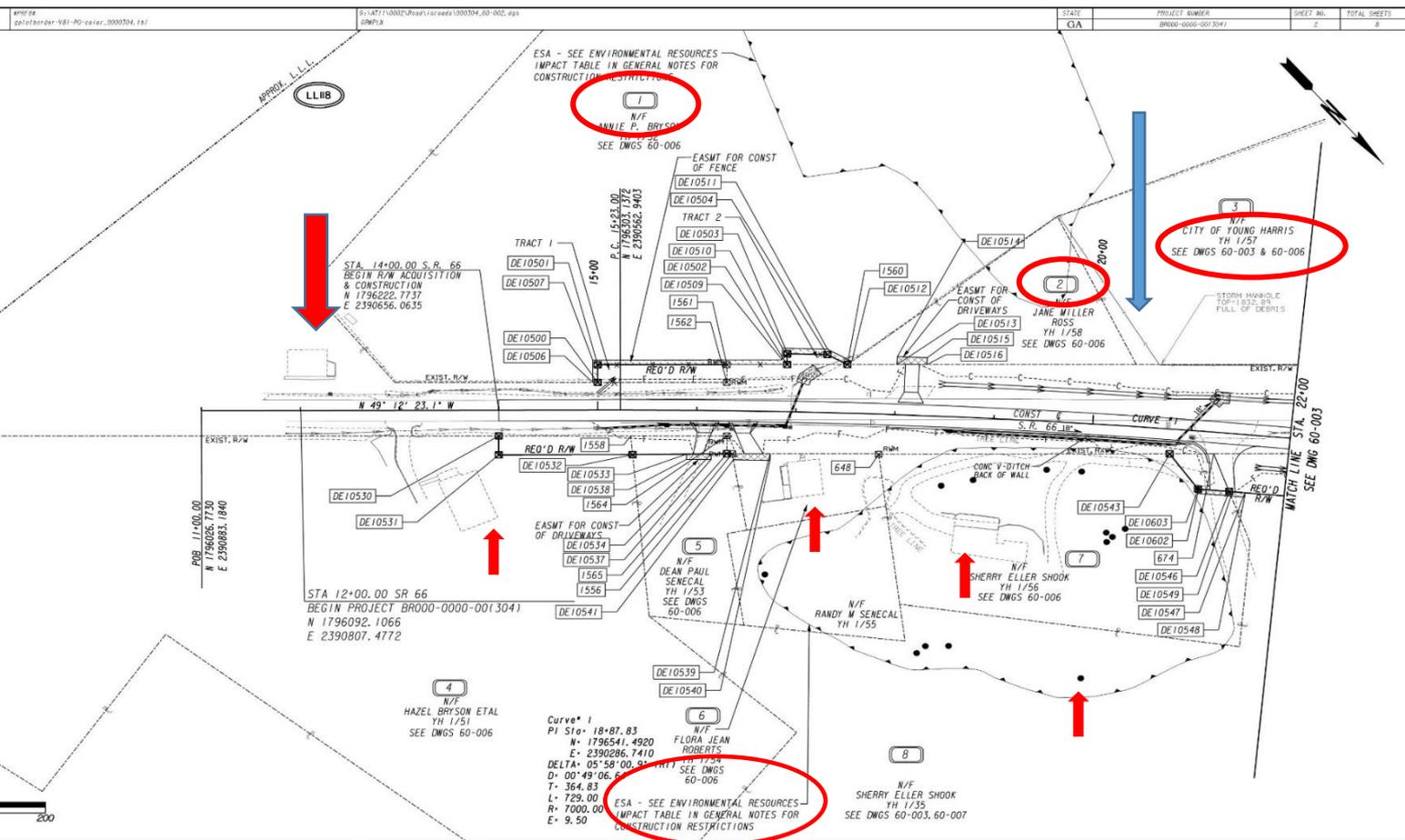
DATE	REVISIONS	DATE	REVISIONS
08/25/17	SCREEN LINENWORK ROW FROM PI 0007844.		

DATE	REVISIONS

STATE OF GEORGIA  
 DEPARTMENT OF TRANSPORTATION  
**RIGHT OF WAY MAP**  
 PROJECT NO: CSSTP-0008-001(357)  
 COUNTY: FORSYTH  
 Land Lot NO: 463, 464  
 LAND DISTRICT: 2  
 CWD 860  
 DATE 12/22/16 SH 3 OF 67

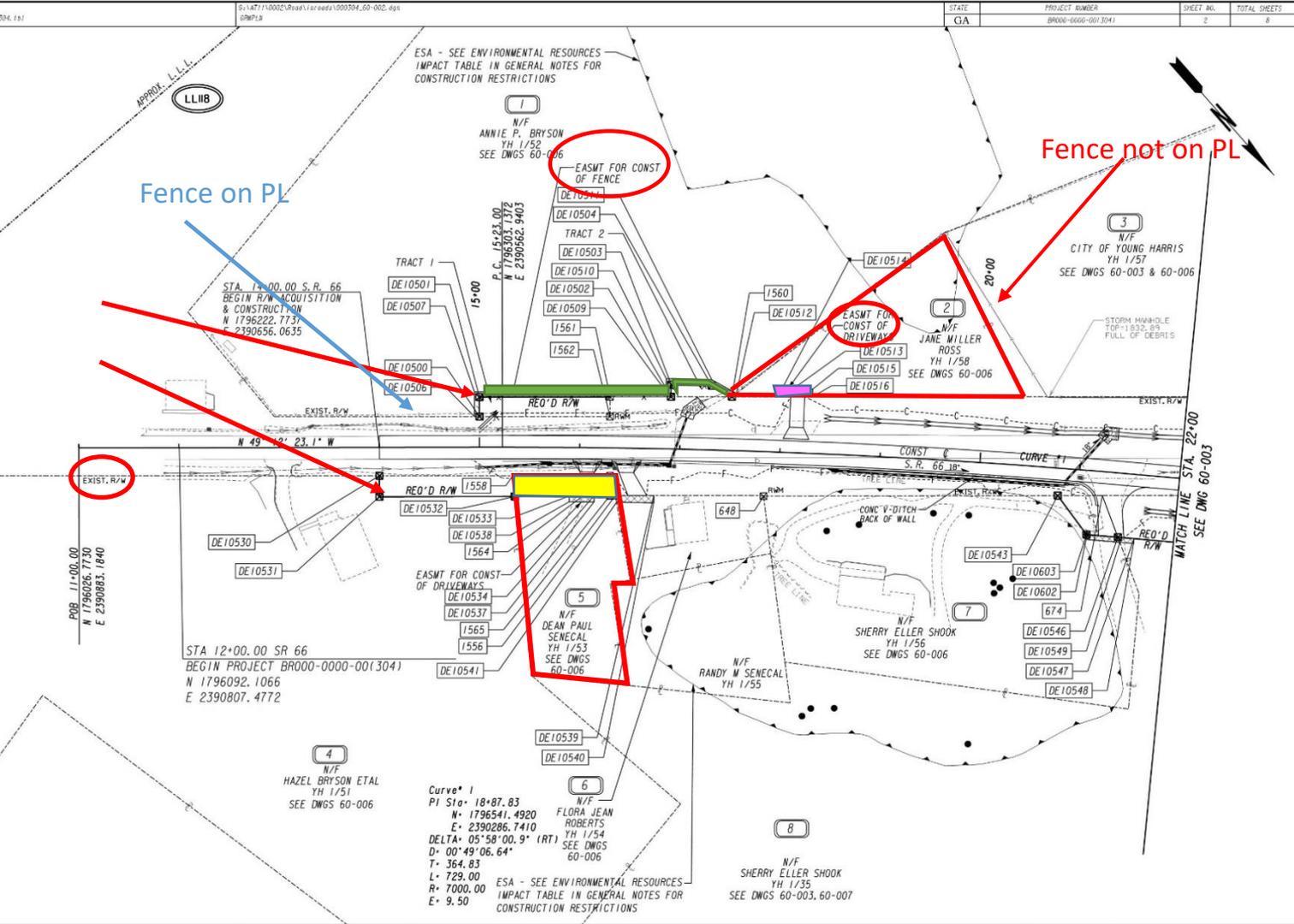
DRAWING NO.  
**60-003**





- Header/Footer
- Scale
- Parcel Numbers
- Parcel Owners
- Tax ID Numbers
- Referenced Sheets
- Existing Structures
- ESA
- Fences x—x—x—x
- Existing Road
- Features
- Proposed Construction
- Survey & Area Points
- STA #
- Match Lines

BEGIN LIMIT OF ACCESS.....BLA END LIMIT OF ACCESS.....ELA LIMIT OF ACCESS.....ELA REO'D R/W & LIMIT OF ACCESS	<b>GEORGIA</b> DEPARTMENT OF TRANSPORTATION	DATE	REVISIONS	DATE	REVISIONS	STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION <b>RIGHT OF WAY MAP</b> PROJECT NO: BR000-0000-0013041 COUNTY: TOWNS LAND LOT NO: 118 LAND DISTRICT: 17 GMD: 1468 DATE: 4/17/2018 SH 149 OF 196	DRAWING NO: <b>60-002</b>
		260 Peachtree Street NW, Suite 800 Atlanta, Georgia 30303 Tel 678.244.9730 - Fax 770.216.1734 www.transystems.com					



- Property Lines – PL
- Existing ROW – also a PL
- Req'd ROW
- Req'd Easements
- Driveway
- Easements
- Fence Easement
- Parcel 5

MIT OF ACCESS.....BLA  
 T OF ACCESS.....ELA  
 ACCESS  
 W & LIMIT OF ACCESS

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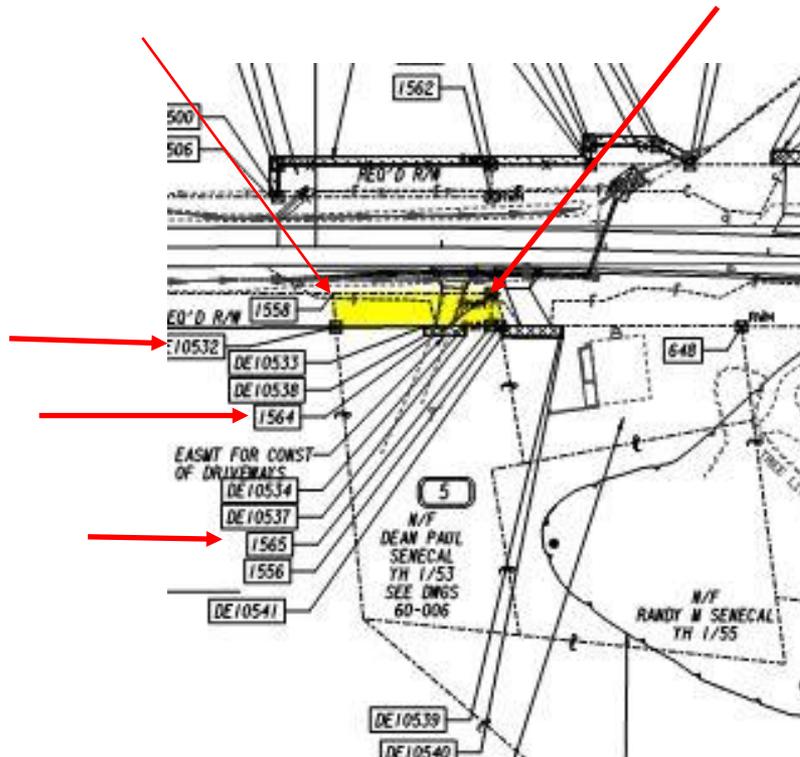
**GEORGIA DEPARTMENT OF TRANSPORTATION**

DATE	REVISIONS	DATE	REVISIONS

STATE OF GEORGIA  
 DEPARTMENT OF TRANSPORTATION  
**RIGHT OF WAY MAP**  
 PROJECT NO.: BR000-0000-001.3041  
 COUNTY: TOWNS  
 LAND LOT NO.: 118  
 LAND DISTRICT: 17  
 GMD: 1468  
 DATE: 4/11/2018 SH 149 OF 196

DRAWING NO.: **60-002**

# PLATS & TABLES



5  
YMD1 053 RTO  
SEE DWG 60-002

PARCEL 5 RED'D R/W			
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT
1558	28.96 R	15+33.28	SR 66
	97.07	N 49°08'28.3" W	
1564	28.31 R	16+30.15	SR 66
	80.00	N 40°53'31.1" E	
1565	48.31 R	16+31.08	SR 66
	95.13	S 49°43'57.2" E	
DE10532	50.00 R	15+35.24	SR 66
	21.13	S 38°38'43.4" W	
1558	28.96 R	15+33.28	SR 66
RECD R/W	= 1972.30	SF	
RECD R/W	= 0.045	ACRES	
REMAINDER	= +/- .42	ACRES	

PARCEL 5 RED'D DRWY, EASW'T.			
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT
DE10533	49.19 R	15+90.00	SR 66
DE10534	48.68 R	16+15.00	SR 66
DE10537	55.00 R	16+15.00	SR 66
DE10538	55.00 R	15+90.00	SR 66
DE10533	49.19 R	15+90.00	SR 66





# **Class Exercise – Parcel 7**

## **(Classroom Activity)**

**PL lines in blue**

**Existing structures in blue**

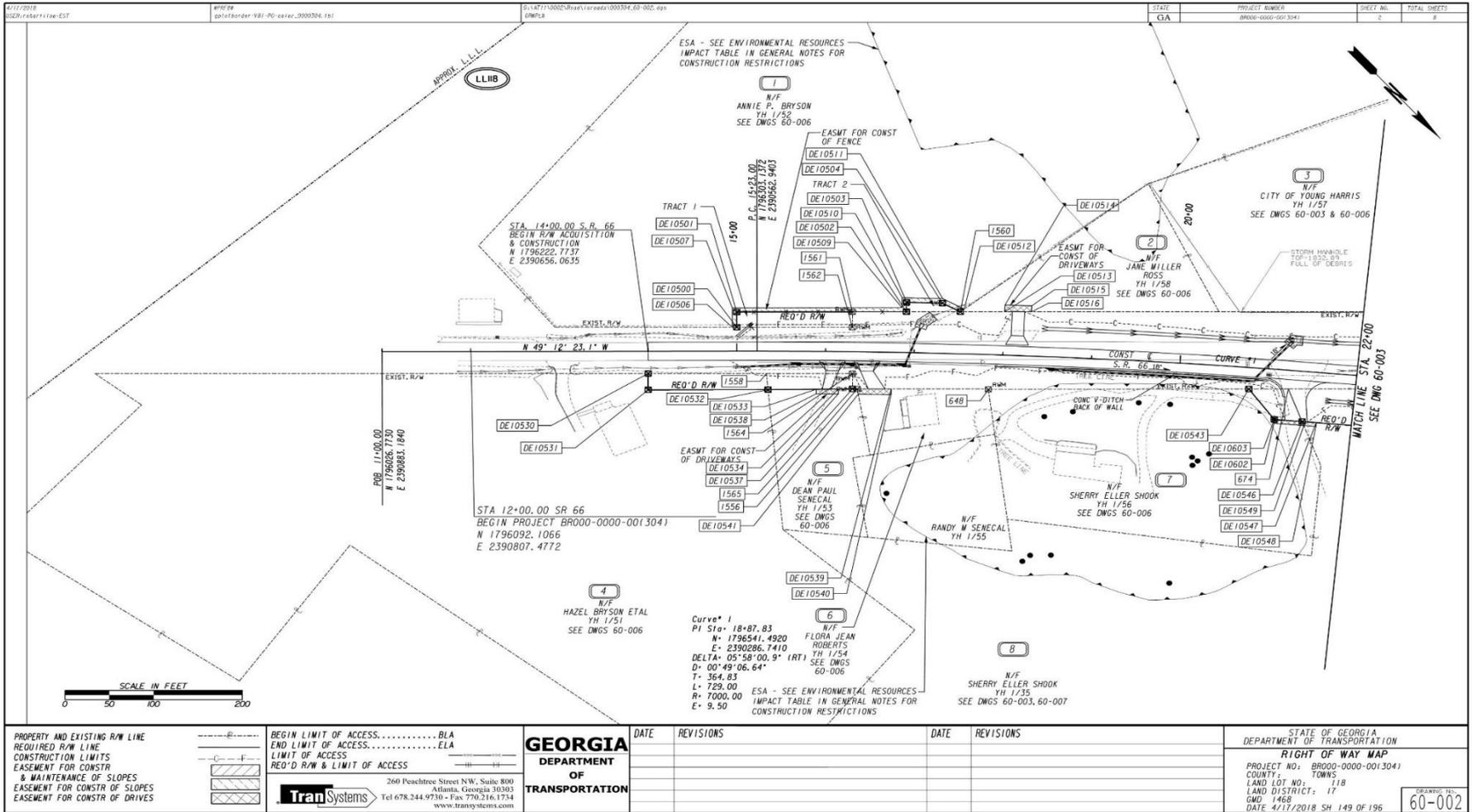
**RW in yellow**

**DWE in pink**

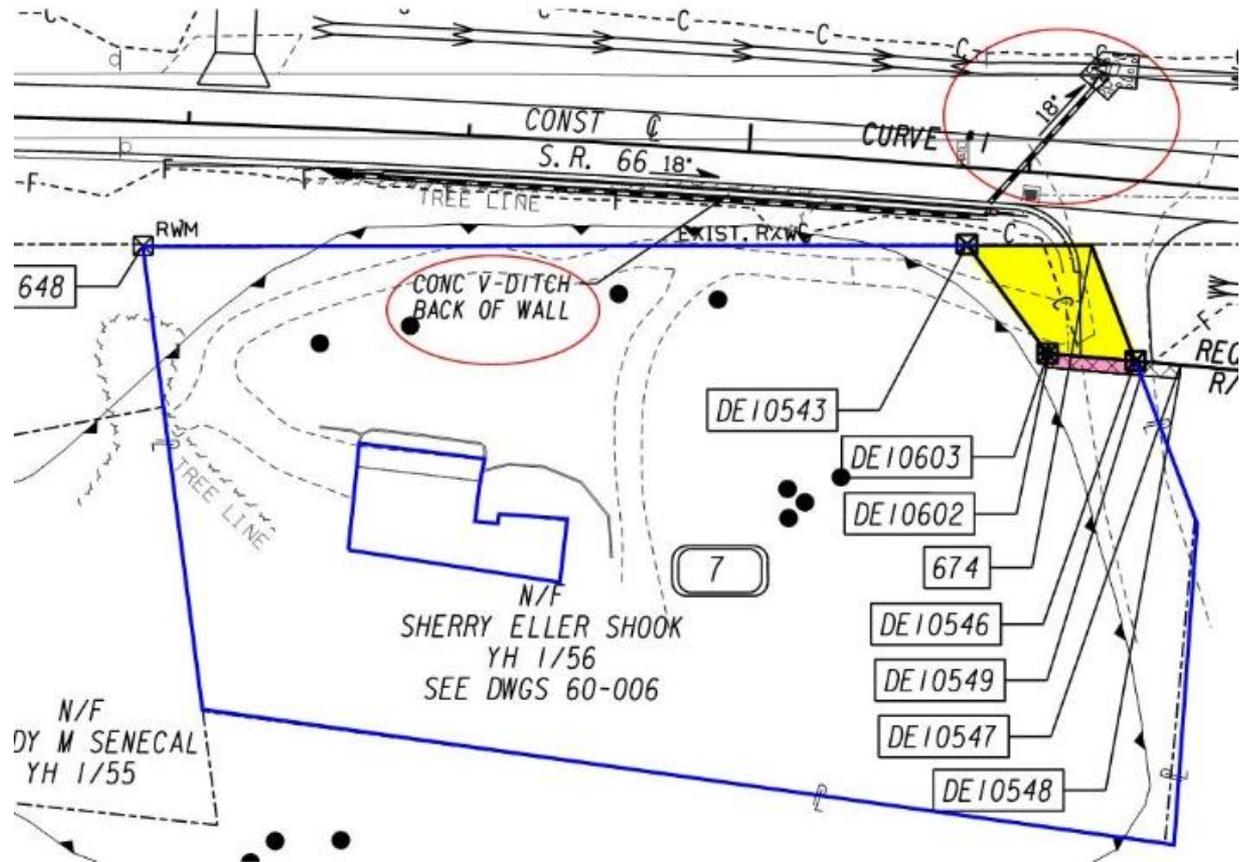
**PCE in Orange**

**TCE in Green**

**What construction features affect this parcel?**



# Parcel 7

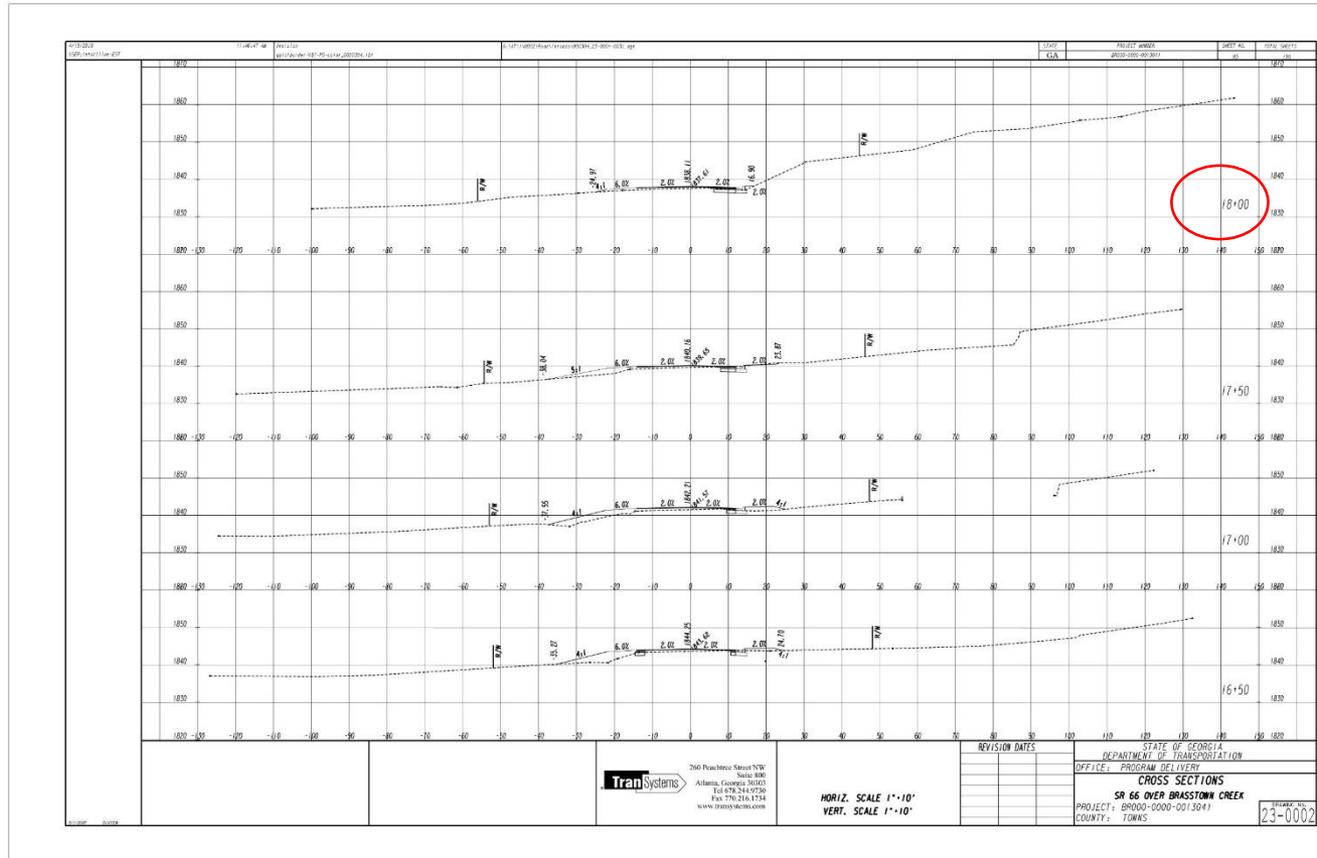


# Proximity to Improvements (Closeness)

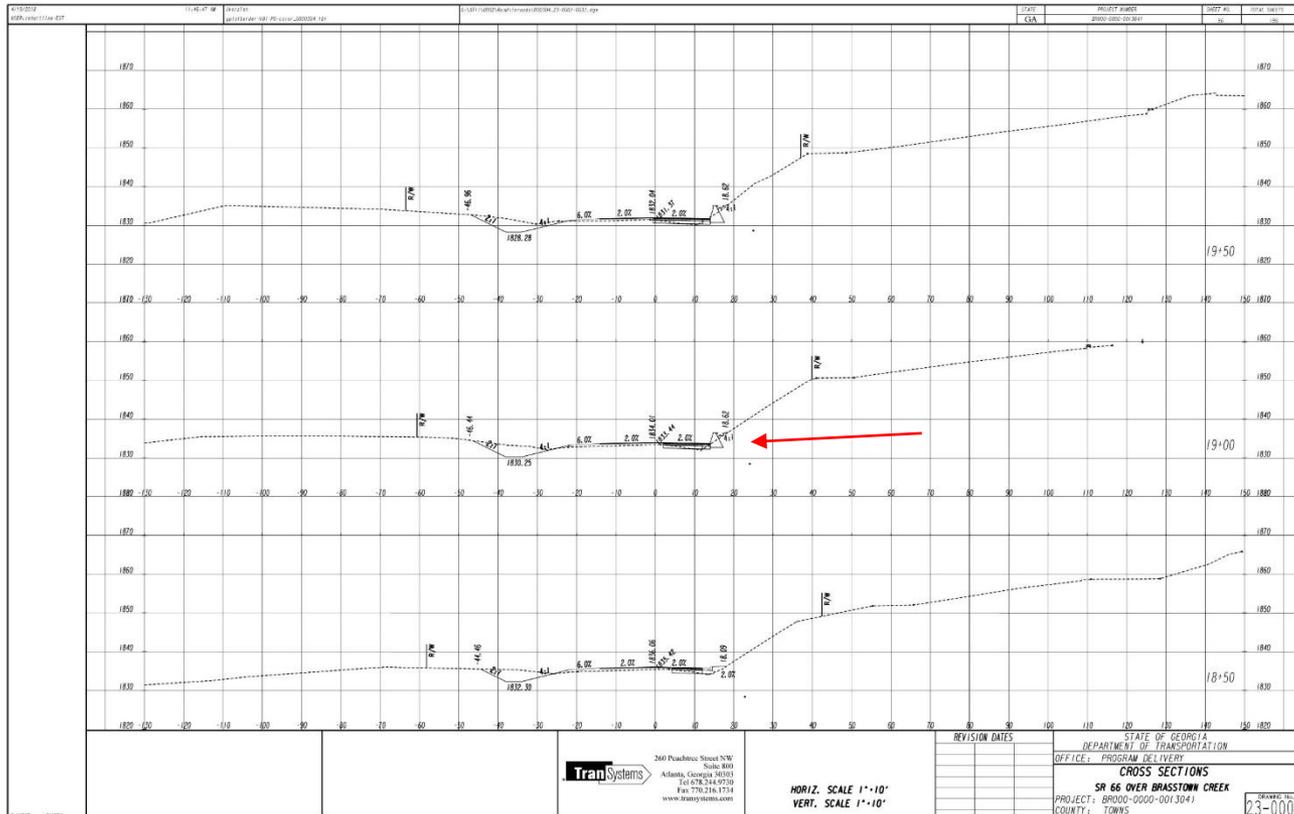
*For Training Purposes Only*

- **Distance from a reference point to improvements**
  - **Measured**
    - **From New RW Line**
    - **Or From New PCE**
    - **Or from EOP (Edge of Pavement)**
  - **For Parcel 7:**
    - **Distance to new RW Line?**
    - **Distance to new road location?**
    - **Distance to old road?**

# Cross-Sections



- STA #
- Elevations
- Current Ground
- Improvements
- Slope Changes
- 2:1 Slope
- 4:1 Slope
- Scales !!!
- Cut
- Fill



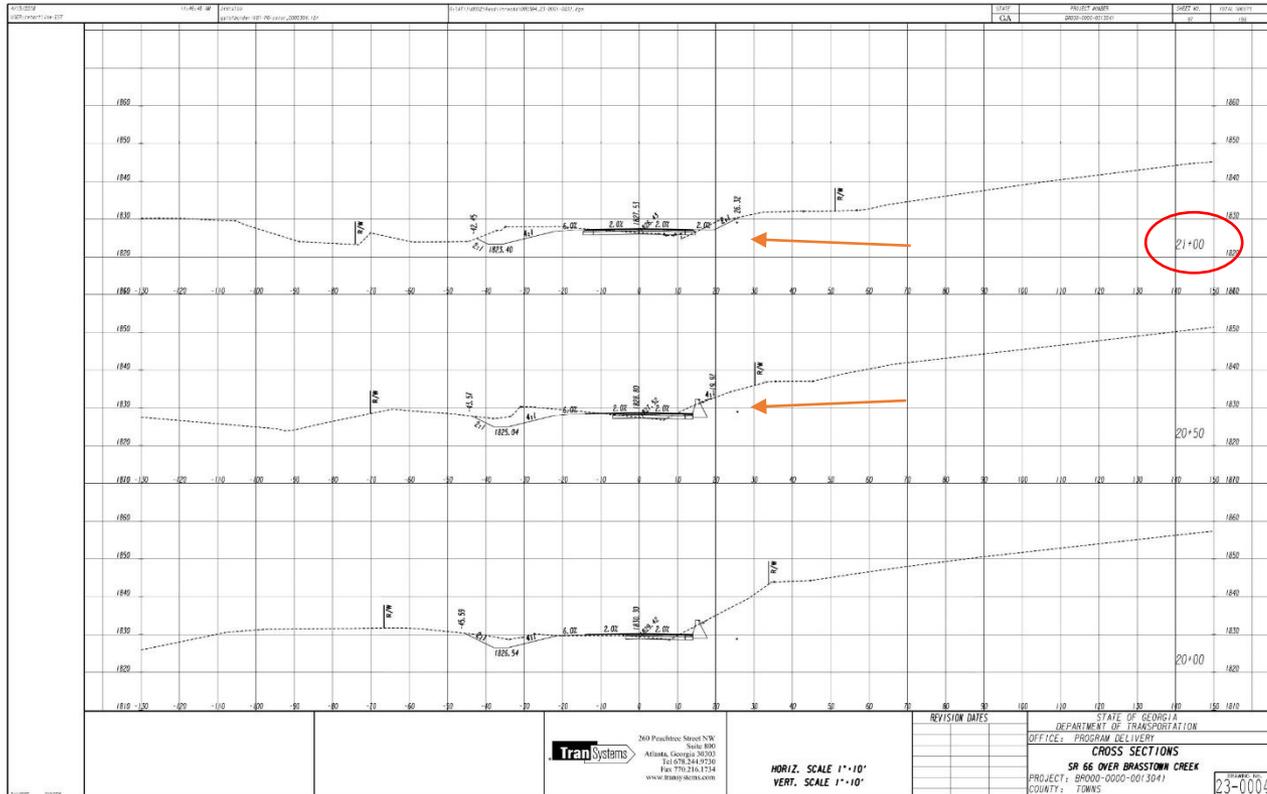
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 Fax: 770.216.1714  
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HORIZ. SCALE 1"=10'  
 VERT. SCALE 1"=10'

REVISION DATES

STATE OF GEORGIA  
 DEPARTMENT OF TRANSPORTATION  
 OFFICE: PROGRAM DELIVERY  
**CROSS SECTIONS**  
 SR 66 OVER BRASSTOWN CREEK  
 PROJECT: BR000-0000-0013041  
 COUNTY: TOWNS

DRAWING NO.  
**23-0003**



# **Class Exercise – Parcel 8 (Classroom Activity)**

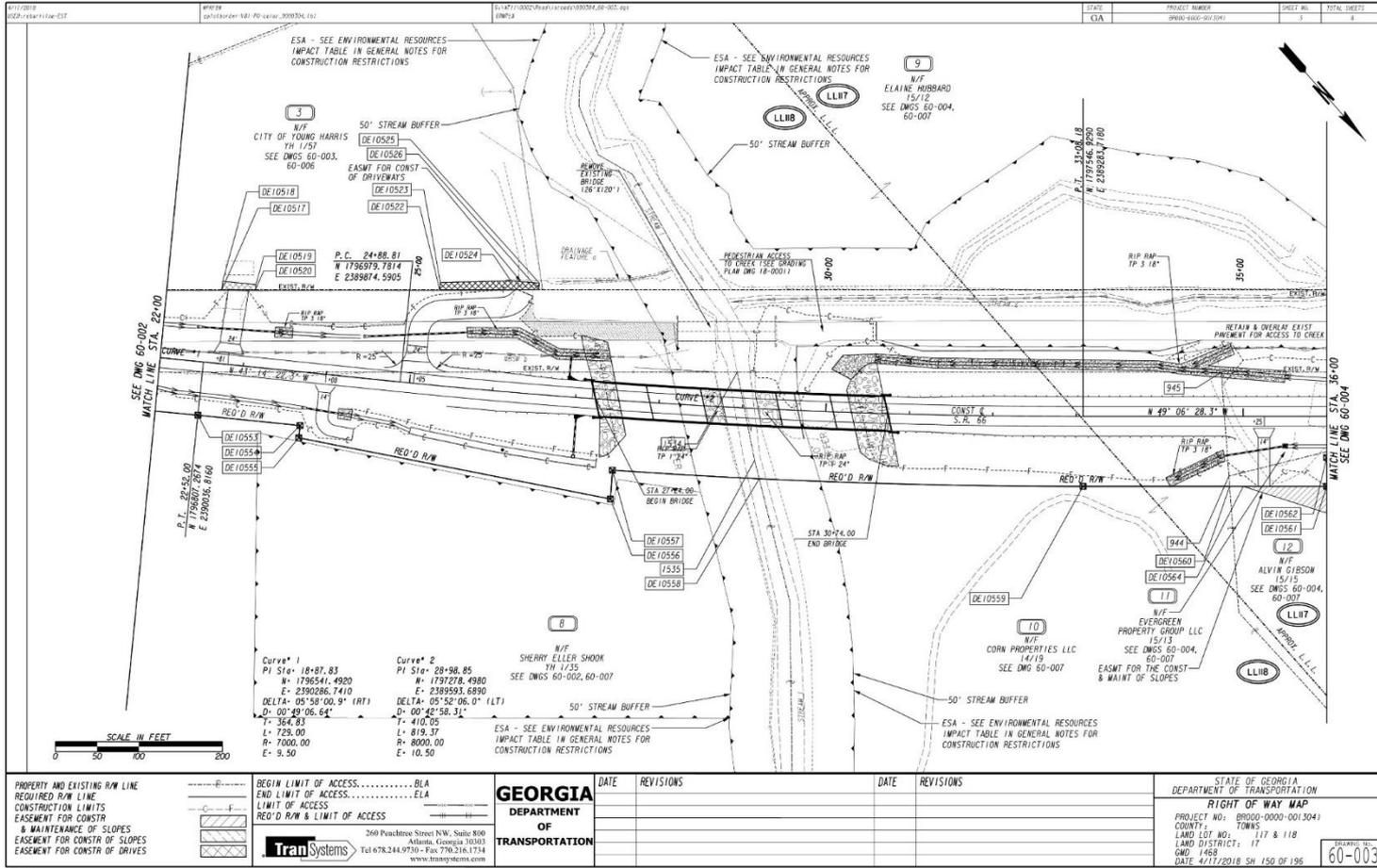
**Property Lines**

**Existing Improvements**

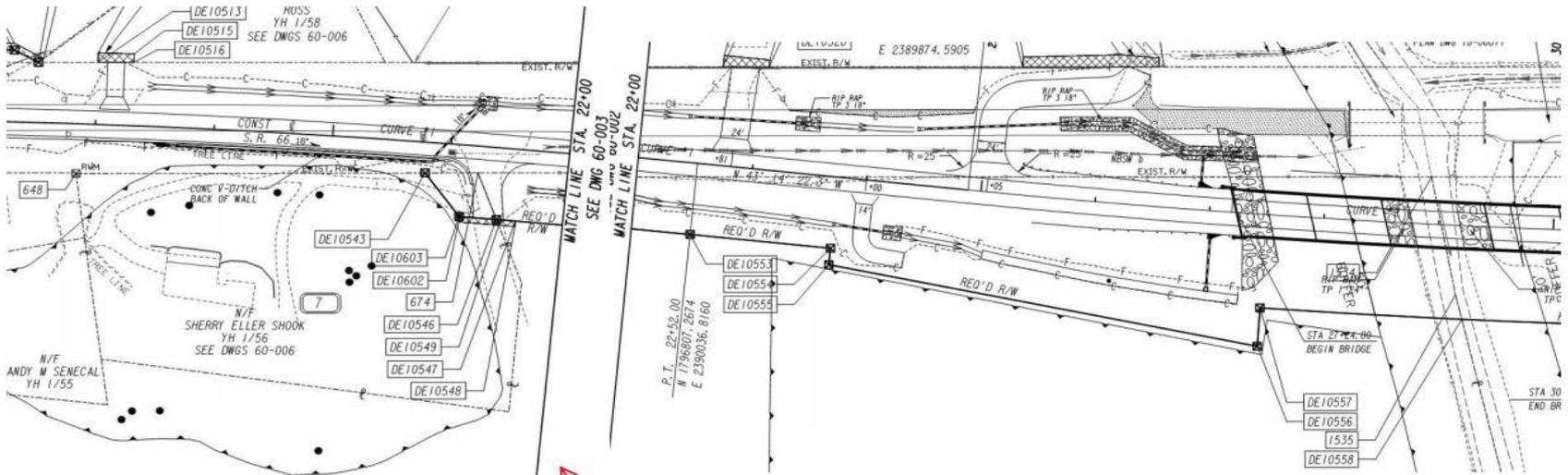
**Right of Way**

**Easements**

**Construction Features**

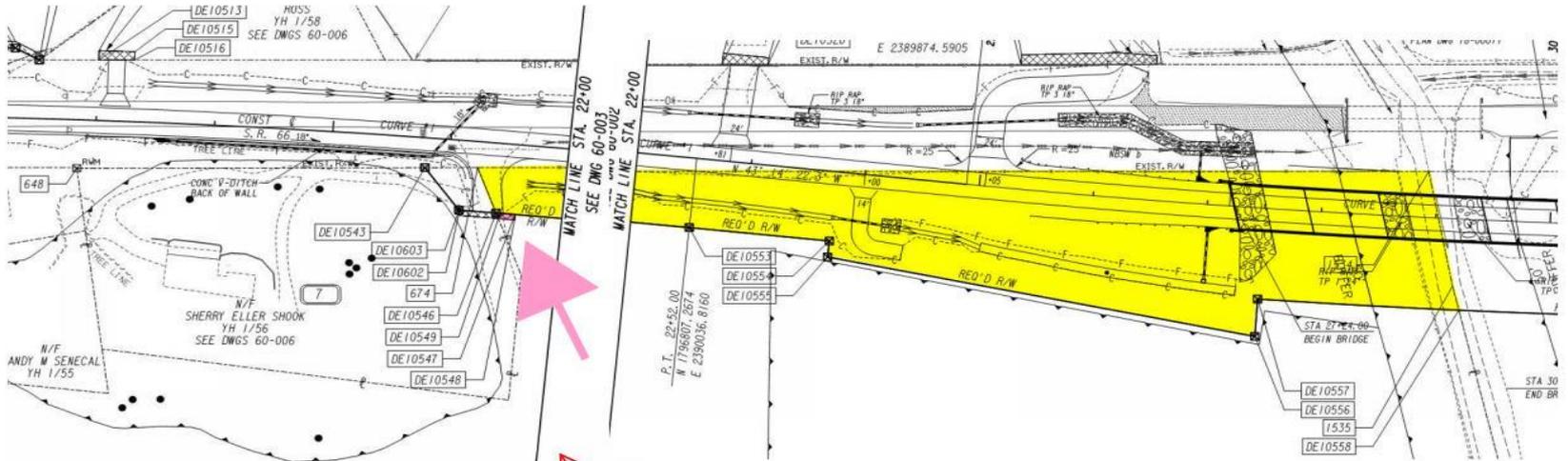


## SR 66 0000304 P 7&8 Match Line

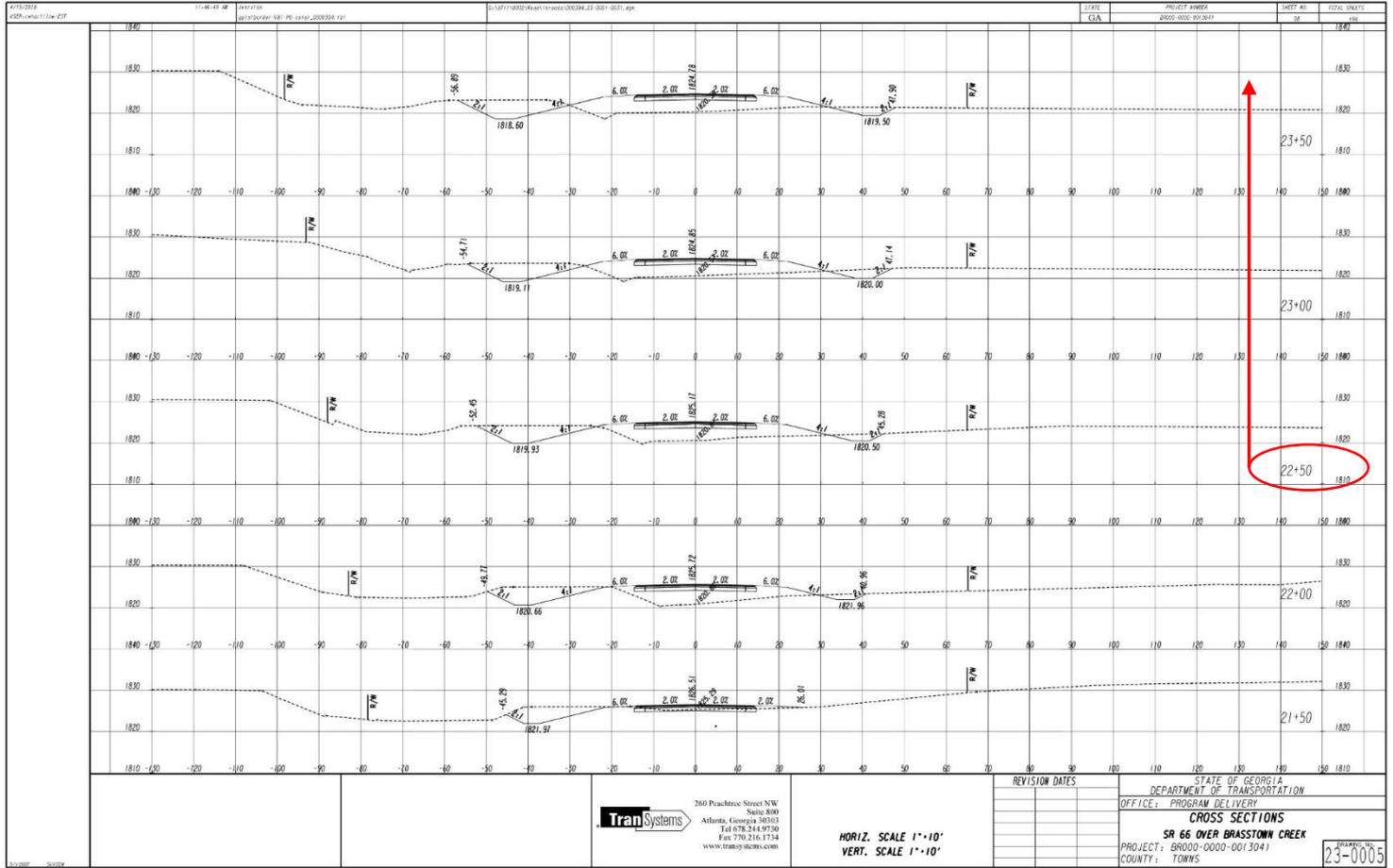


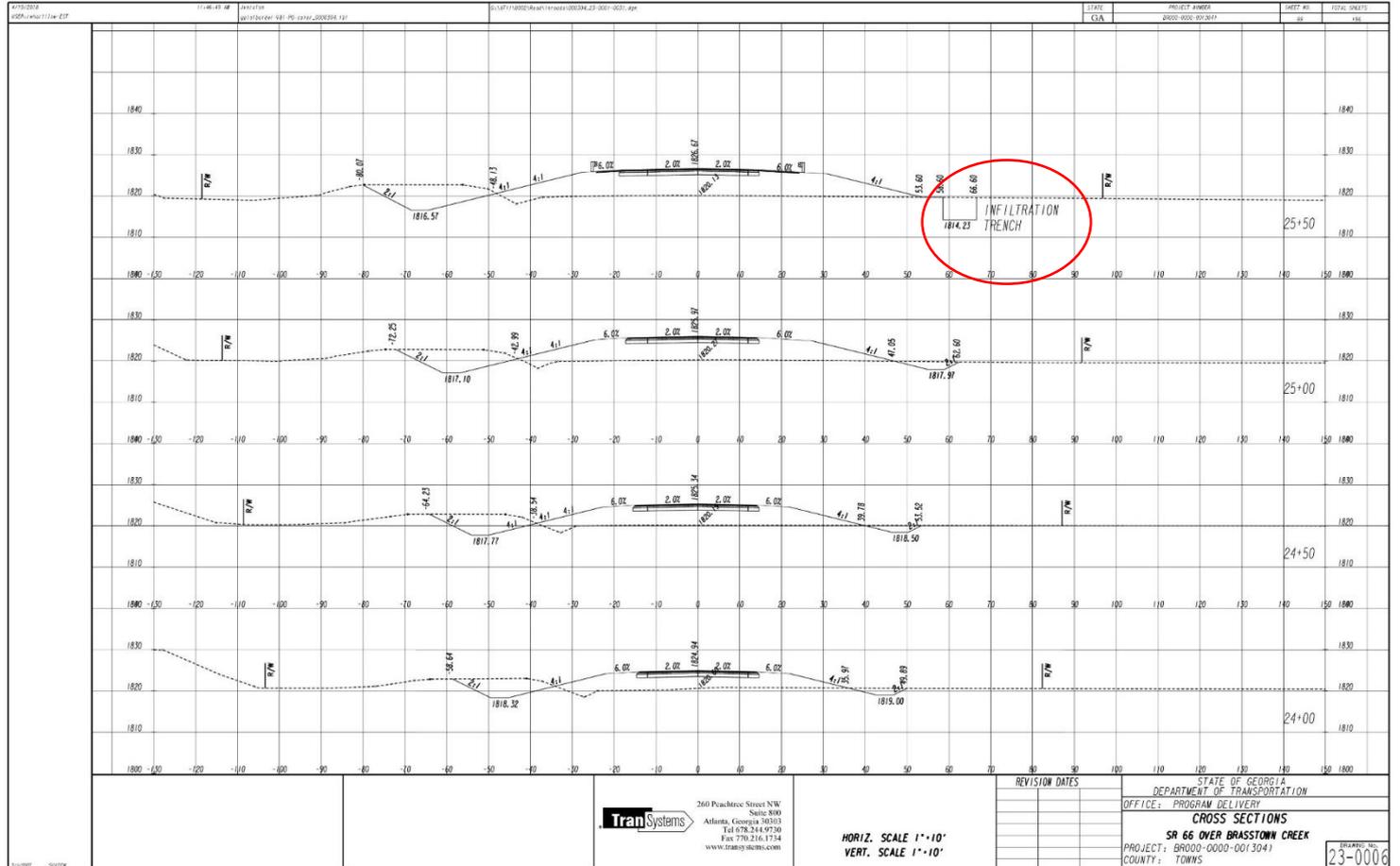
Gap for illustration purposes - can be removed for presentation to owner

## SR 66 0000304 P 7&8 Match Line



Gap for illustration purposes - can be removed for presentation to owner







# Infiltration Trench

## 5.4.1 Description and Function of Structure

Infiltration trenches are excavations typically filled with washed aggregate or media that create an underground reservoir to capture, hold, and infiltrate stormwater runoff. The captured runoff volume gradually exfiltrates into the underlying water table through the bottom and sides of the trench into the subsoil over a 2- to 3-day period. By diverting runoff into the soil, an infiltration trench treats the water quality volume and helps to preserve the natural water balance on a site and can recharge groundwater and preserve base flows in receiving streams.

<http://www.dot.ga.gov/PartnerSmart/DesignManuals/Drainage/1%20and%20M%20Manual.pdf>

An infiltration trench with a filter strip acting as pretreatment is shown on Figure 5.4-1.



**Figure 5.4-1 Typical Infiltration Trench Configuration and Components**

# GDOT's Approved Post-Construction BMPs

Filter Strip

Grass Channel

Enhanced Swale

Infiltration Trench

Bioslope

Sand Filter

Bioretention Basin

Dry Detention Pond

Wet Detention Pond

Stormwater Wetland

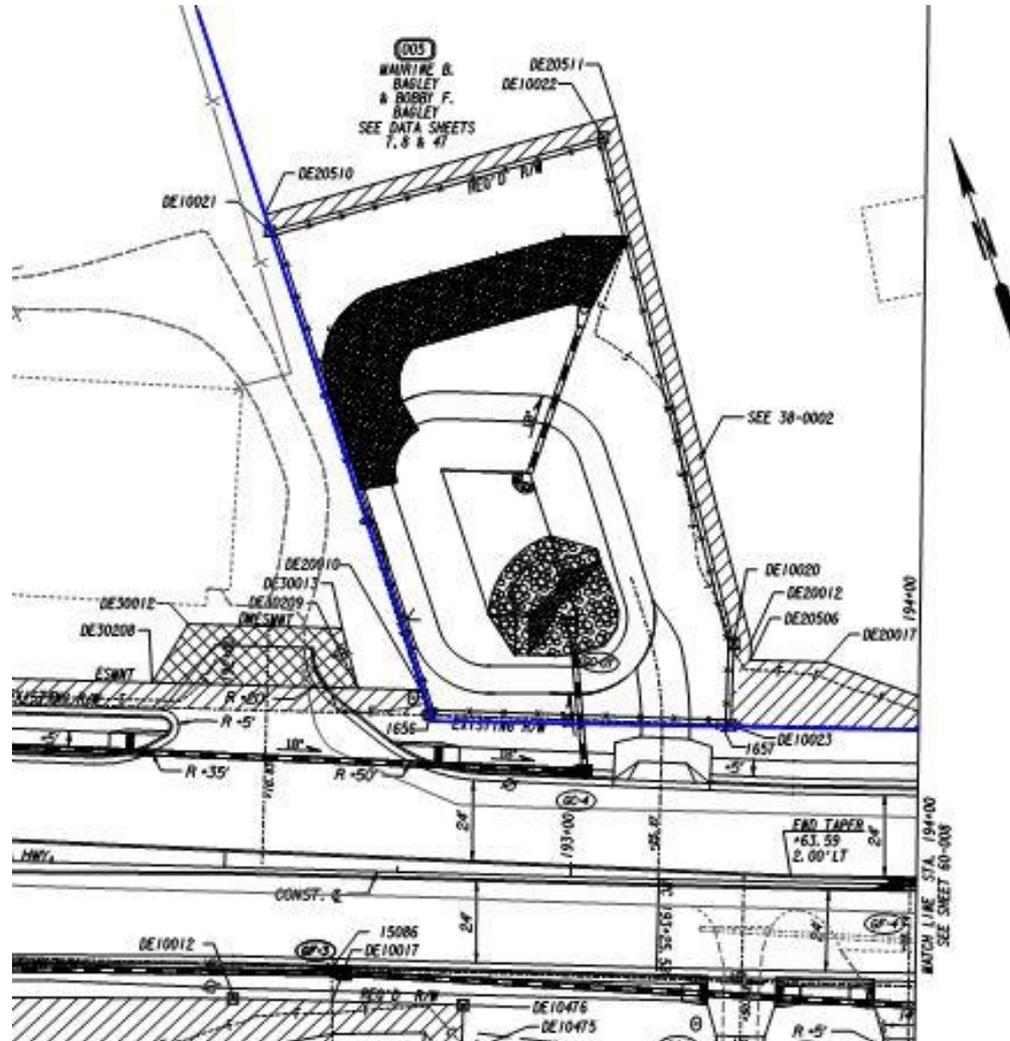
Open Graded Friction  
Course (OGFC)

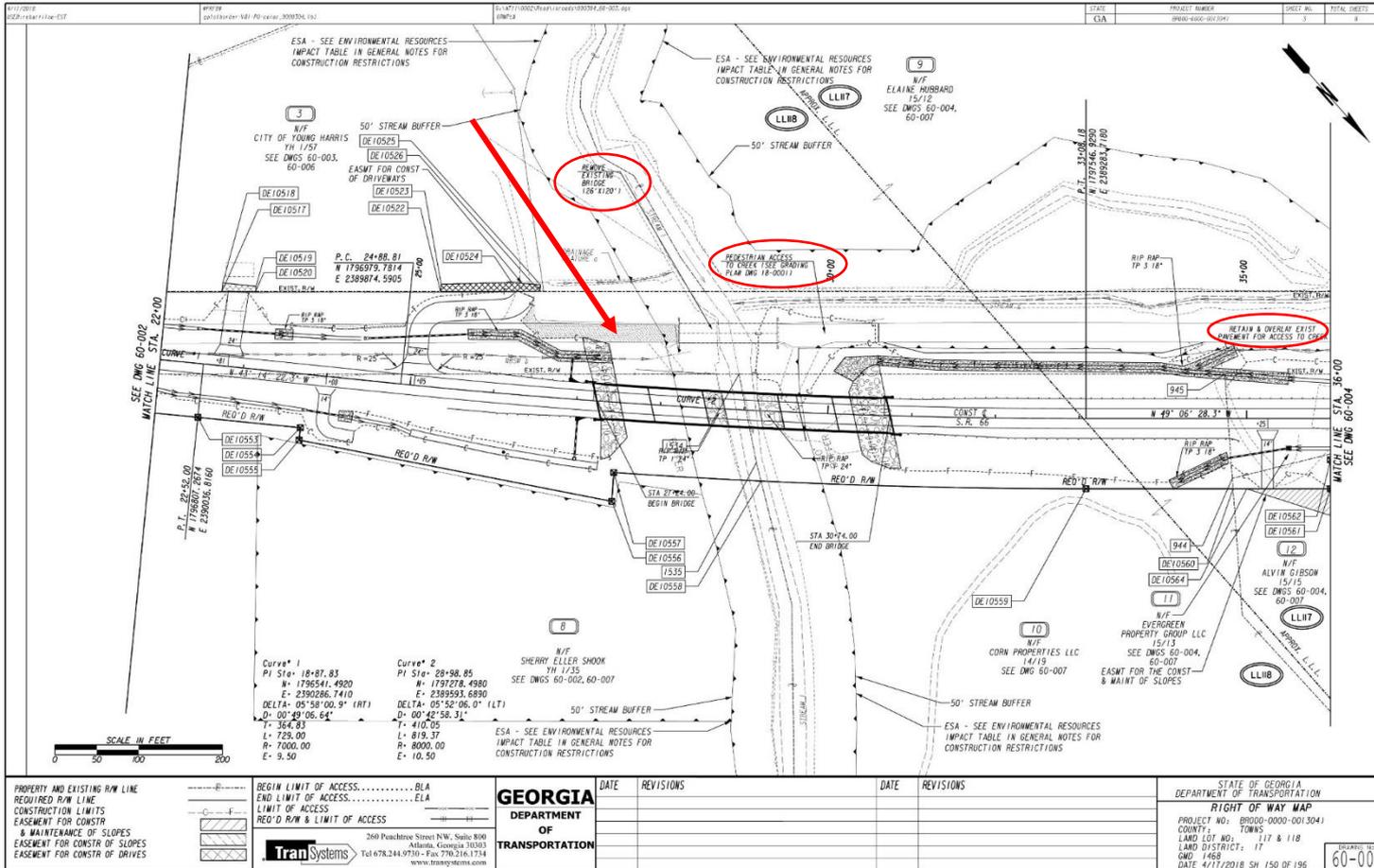


Included in the designer's "tool box" to meet MS4 and other stormwater requirements.

<http://www.dot.ga.gov/PartnerSmart/DesignManuals/NPD/ES/ADW4%20Wet%20Detention%20Pond%20Design.pdf>

# MS 4 Pond - approx. 100' x 200'





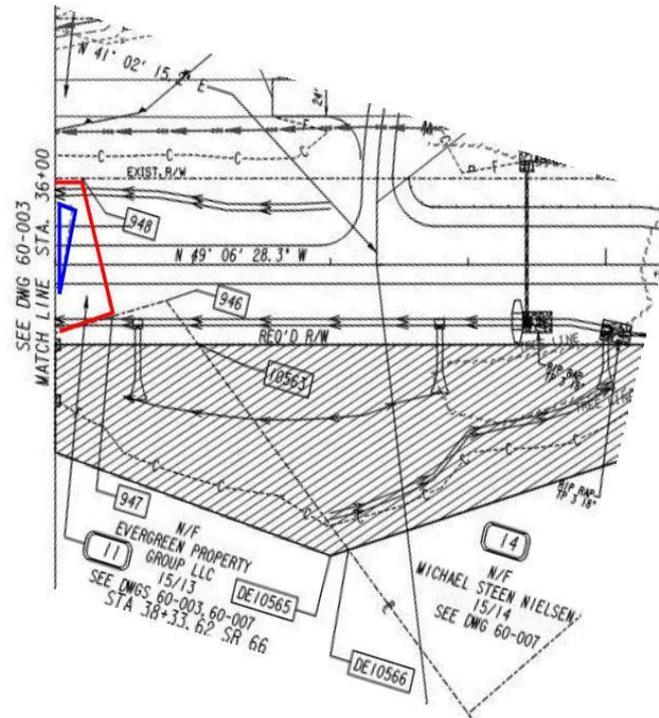
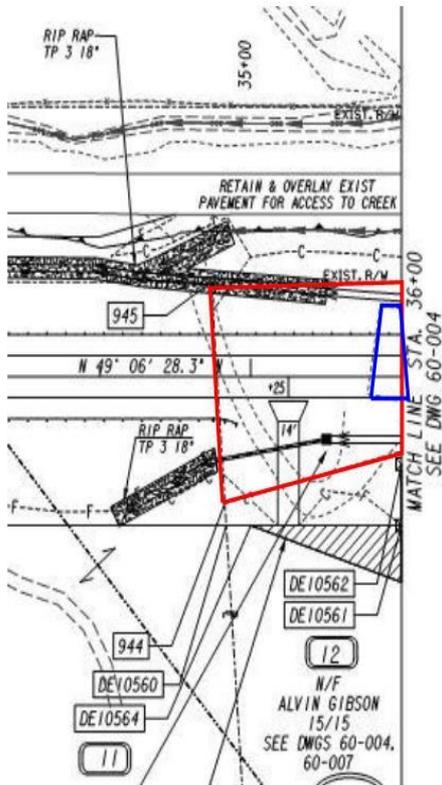
- Road Location
- Stream Buffers/ESA
- Note PL 10, 11, 12
- Old Bridge Notes
- Old Road Info
- Obliteration
- Drainage Structures

# **Class Exercise - Parcel 11**

## **(For In-Person Classroom)**

- 1. Outline property lines**
  - 2. RW in yellow**
  - 3. PCE in orange**
  - 4. DWE in yellow**
- 5. Impact on Property?**

## Parcel 11 - Total Acquisition - SFR



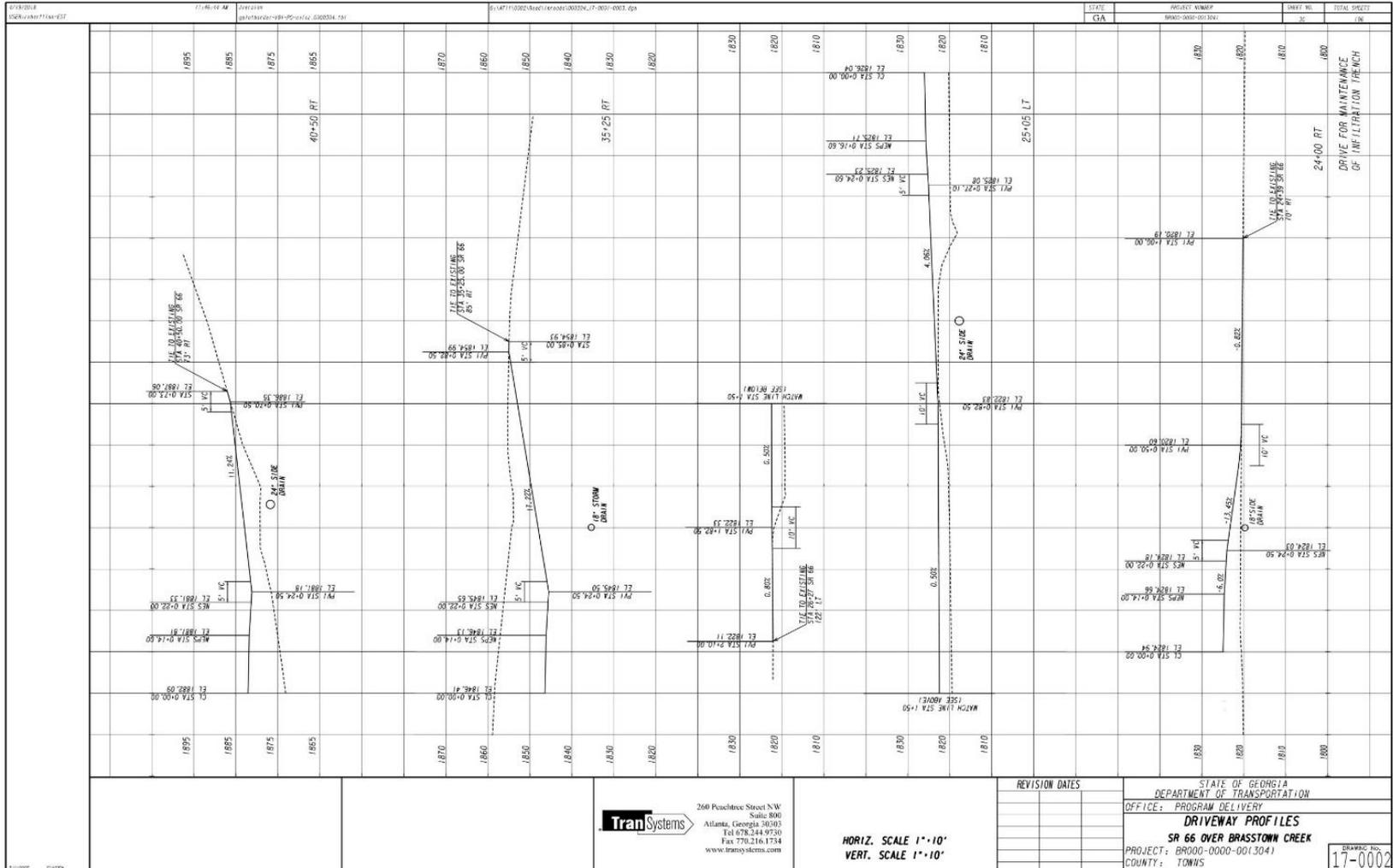
What is colored?

What color?

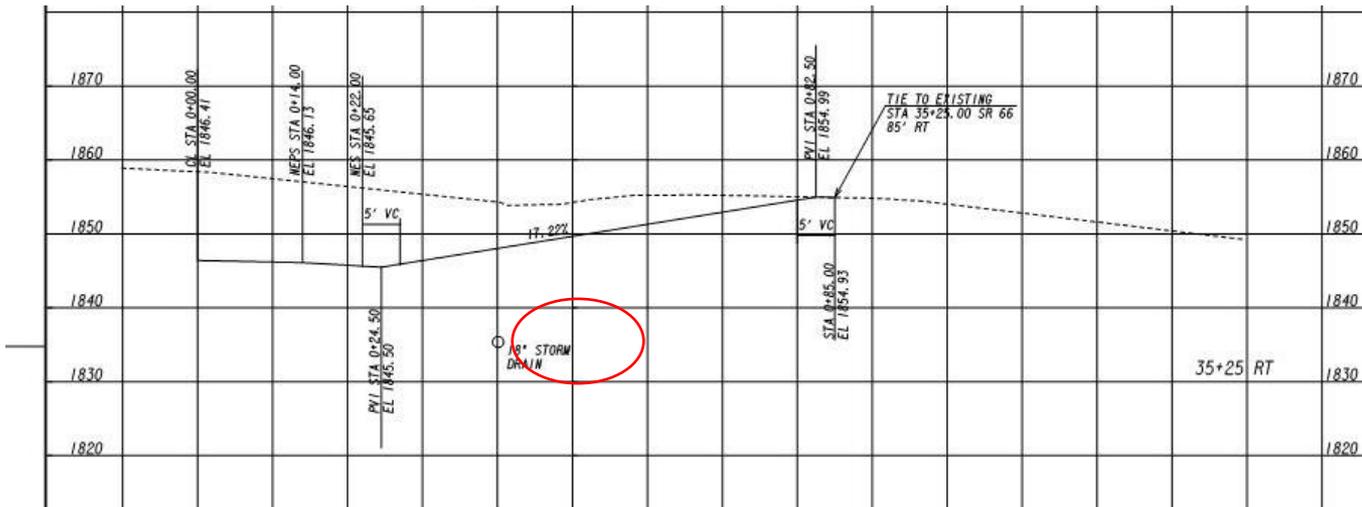
What is the  
impact?

# Driveway Profiles

For Training Purposes Only



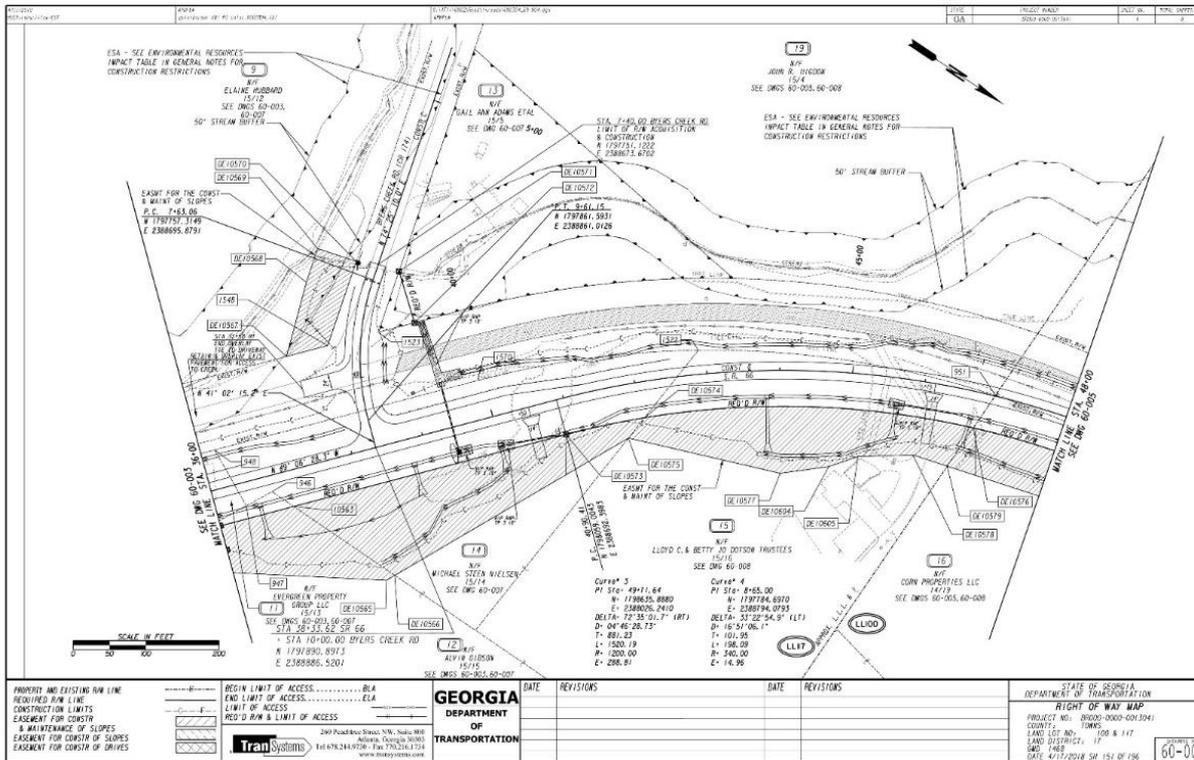
# Driveway Profile - Parcel 12 - 35+12RT



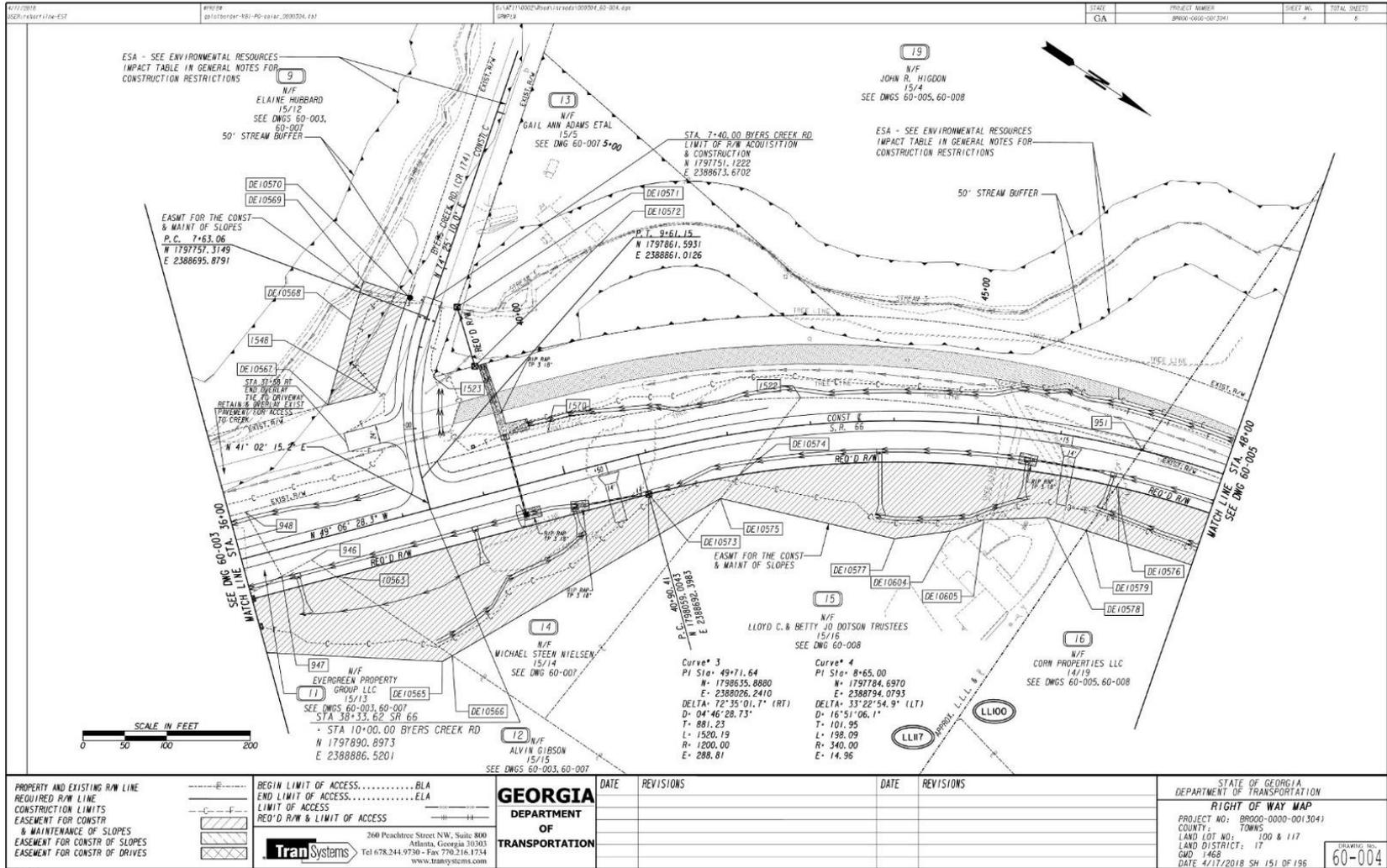
- Dotted Line – existing ground
- Solid Line – new driveway
- VC – Vertical Curve
- % slope – not ratio
- Note the scale

# Parcel 15 Class Exercise (For In-Person Classroom)

## Parcel 15



- Highlighted Areas
- Construction Features
- Impacts to Land
- Impacts to Improvements



<p>PROPERTY AND EXISTING R/W LINE</p> <p>REQUIRED R/W LINE</p> <p>CONSTRUCTION LIMITS</p> <p>EASEMENT FOR CONSTR</p> <p>&amp; MAINTENANCE OF SLOPES</p> <p>EASEMENT FOR CONSTR OF SLOPES</p> <p>EASEMENT FOR CONSTR OF DRIVES</p>	<p>--- B.L.A.</p> <p>--- E.L.A.</p> <p>--- LIMIT OF ACCESS</p> <p>--- RED'D R/W &amp; LIMIT OF ACCESS</p>
---	---

BEGIN LIMIT OF ACCESS.....B.L.A  
 END LIMIT OF ACCESS.....E.L.A  
 LIMIT OF ACCESS  
 RED'D R/W & LIMIT OF ACCESS

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**GEORGIA**  
**DEPARTMENT**  
**OF**  
**TRANSPORTATION**

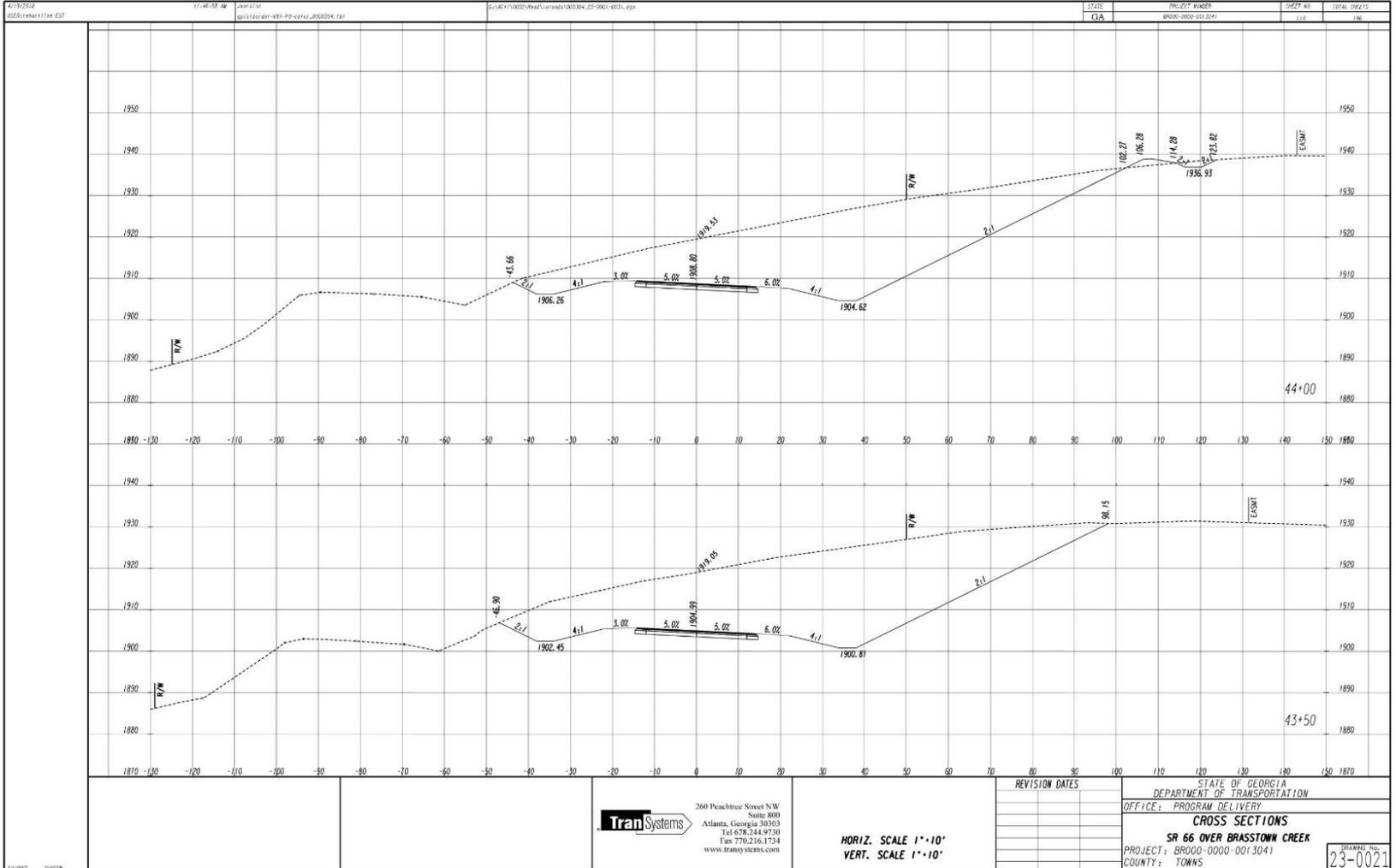
DATE	REVISIONS

DATE	REVISIONS

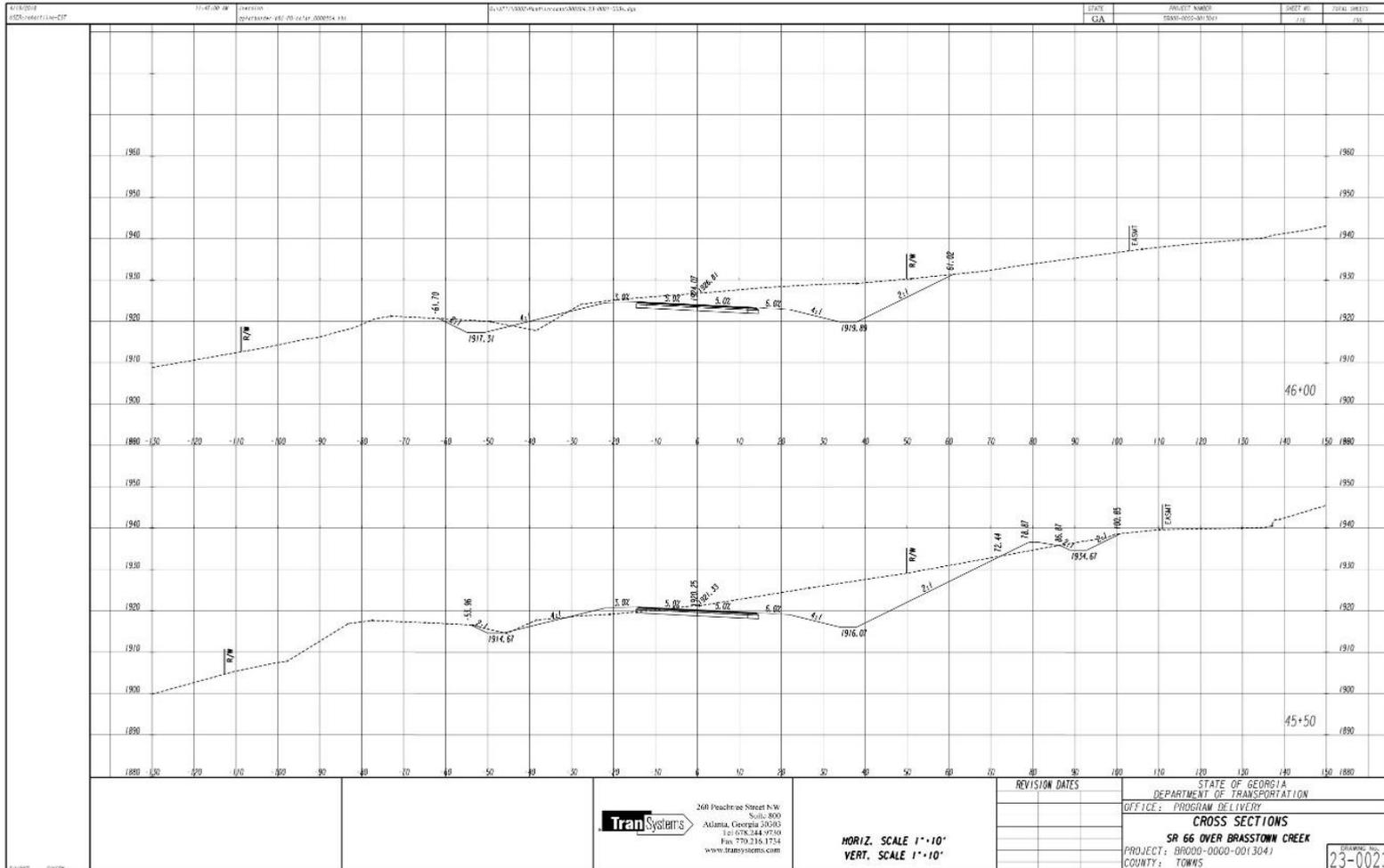
STATE OF GEORGIA  
 DEPARTMENT OF TRANSPORTATION  
**RIGHT OF WAY MAP**  
 PROJECT NO.: BR000-0000-001(304)  
 COUNTY: TOWNS  
 LAND LOT NO.: 100 & 117  
 LAND DISTRICT: 17  
 GWD: 468  
 DATE 4/17/2018 SH 151 OF 196

60-004

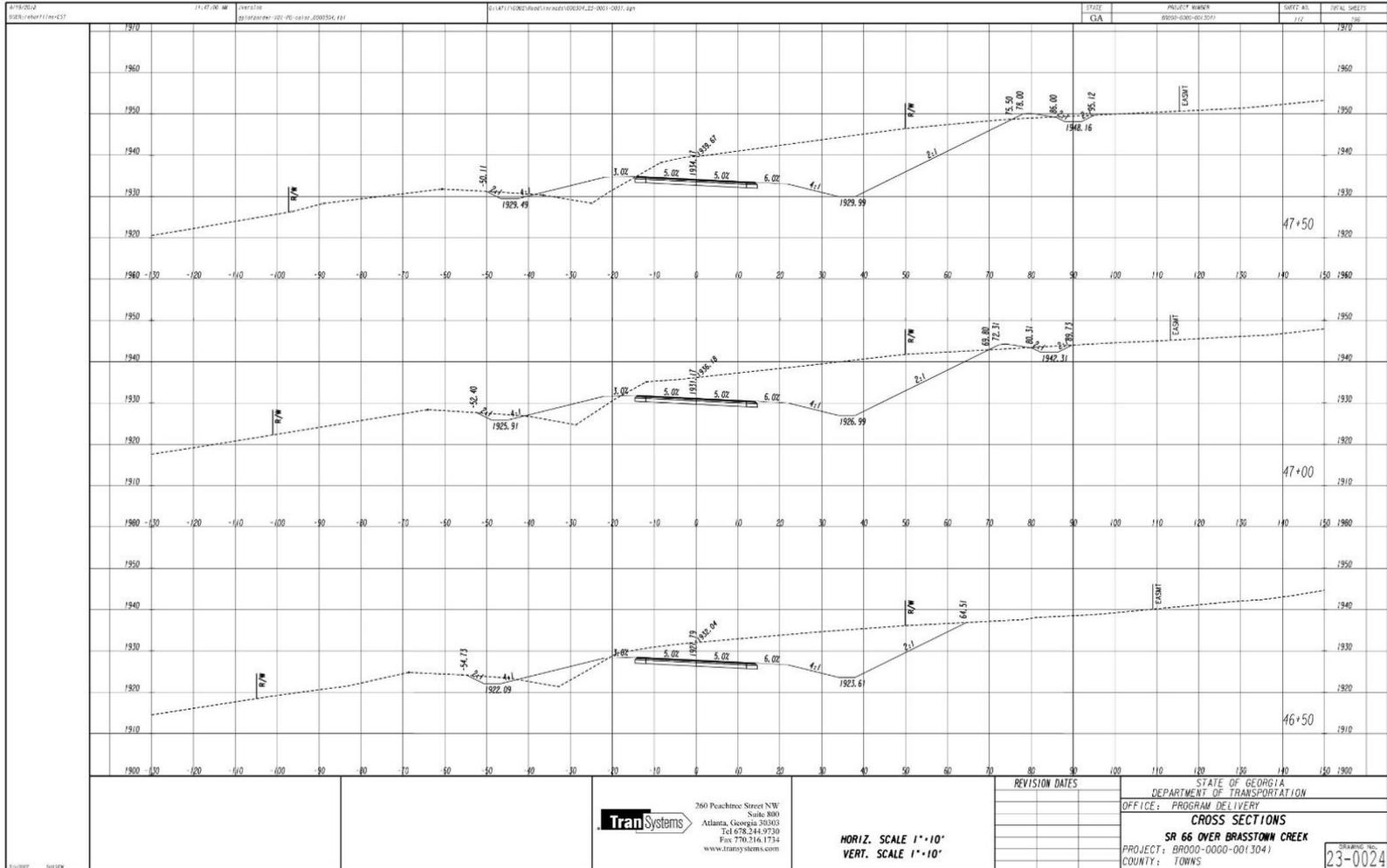
5/17/2018







DRAWING NO. 23-0023



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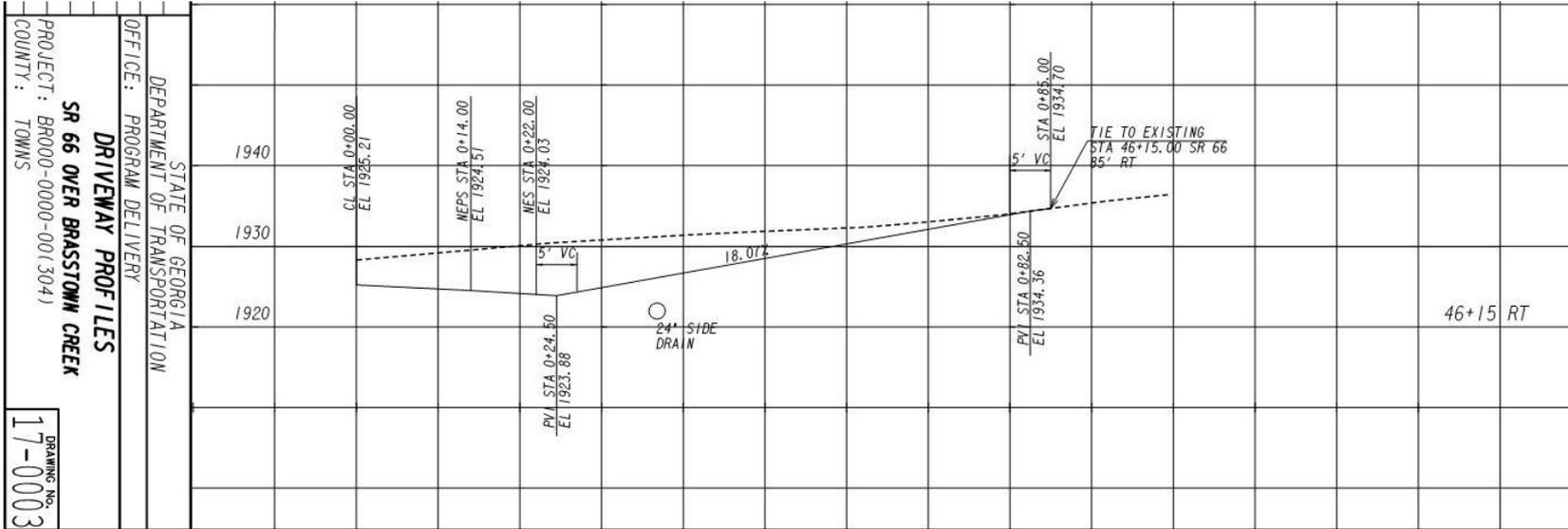
HORIZ. SCALE 1"=10'  
 VERT. SCALE 1"=10'

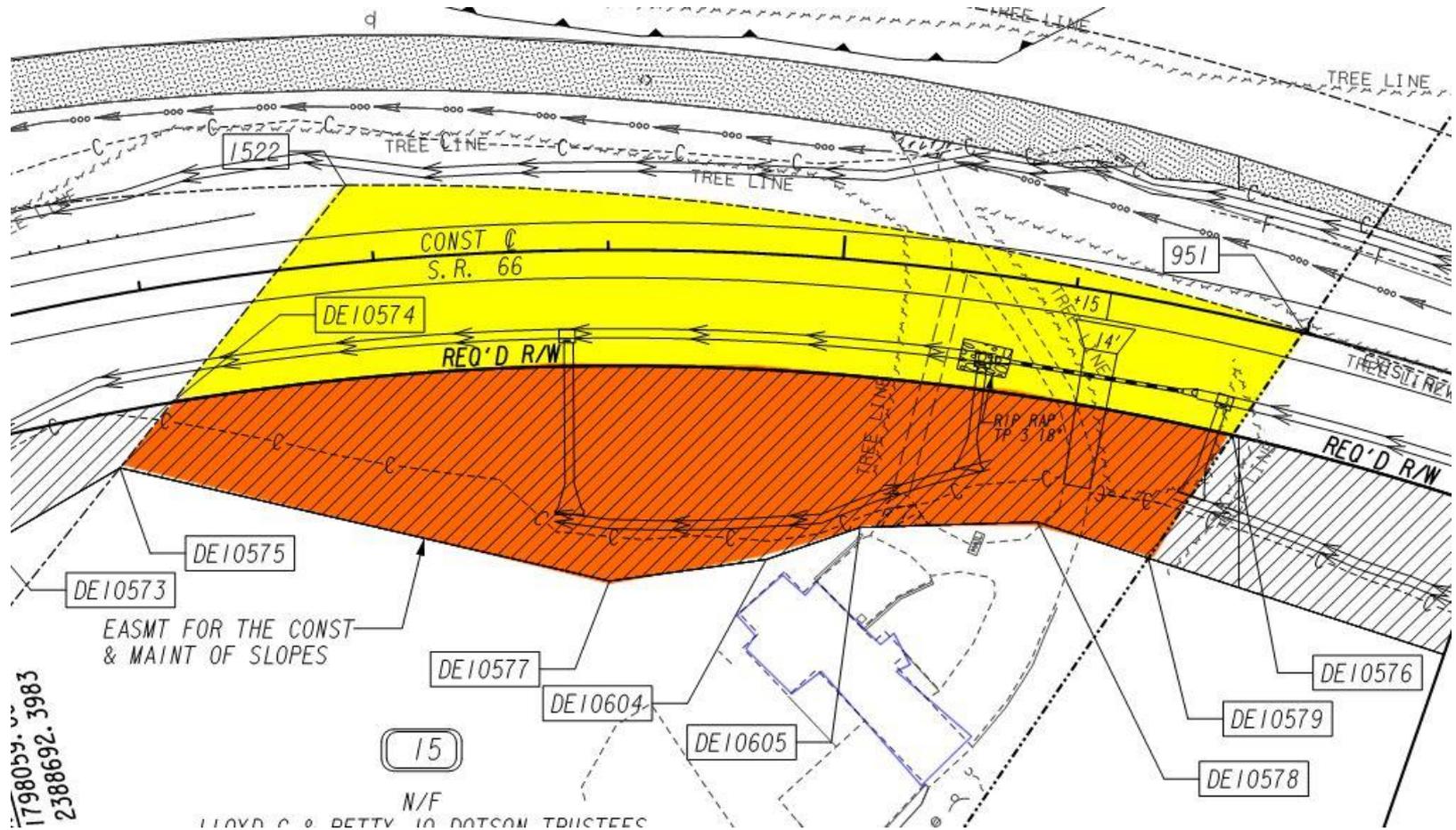
REVISION DATES

STATE OF GEORGIA  
 DEPARTMENT OF TRANSPORTATION  
 OFFICE: PROGRAM DELIVERY  
**CROSS SECTIONS**  
 SR 66 OVER BRASSTOWN CREEK  
 PROJECT: BR000-0000-00(304)  
 COUNTY: TOWNS

23-0024

# Driveway Profiles

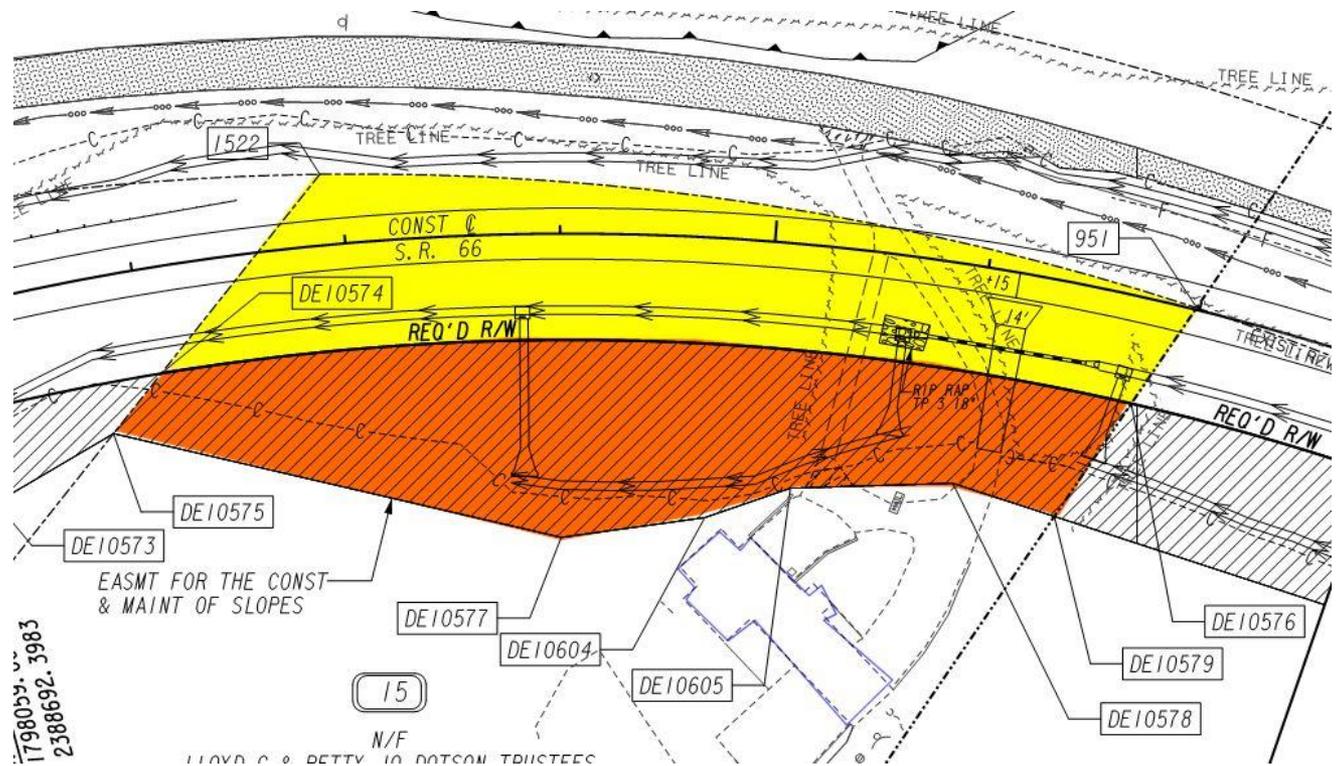




# Parcel 15 Impacts

## Land

- ROW Area
- Easement Area
  - Trees
  - Slopes
- Cuts or Fills
  - Drainage
  - Ditches/Swales
  - Flumes
  - Culverts
- Driveway Location
- Road Location



1798053. V. 3983  
2388692. 3983

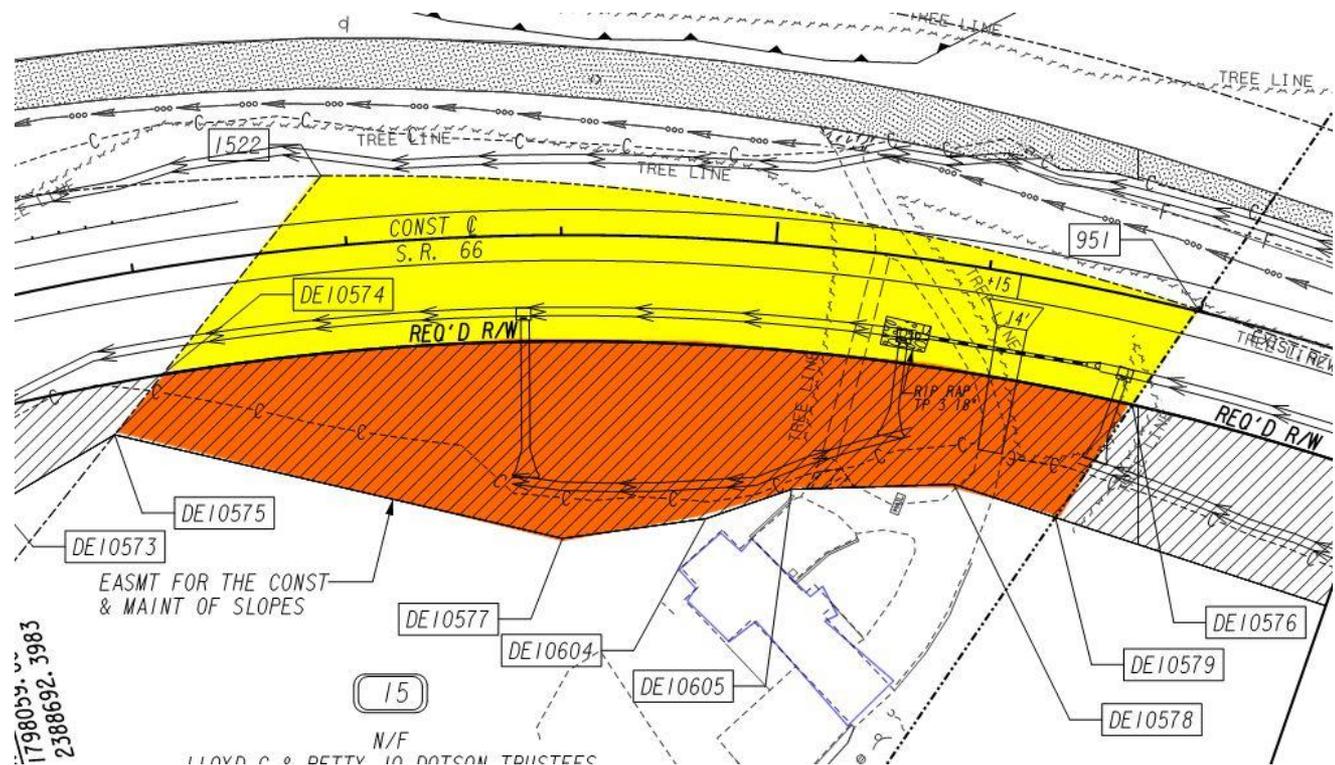
(15)

N/F  
LLOYD C & BETTY LO DATSON TRUSTEES

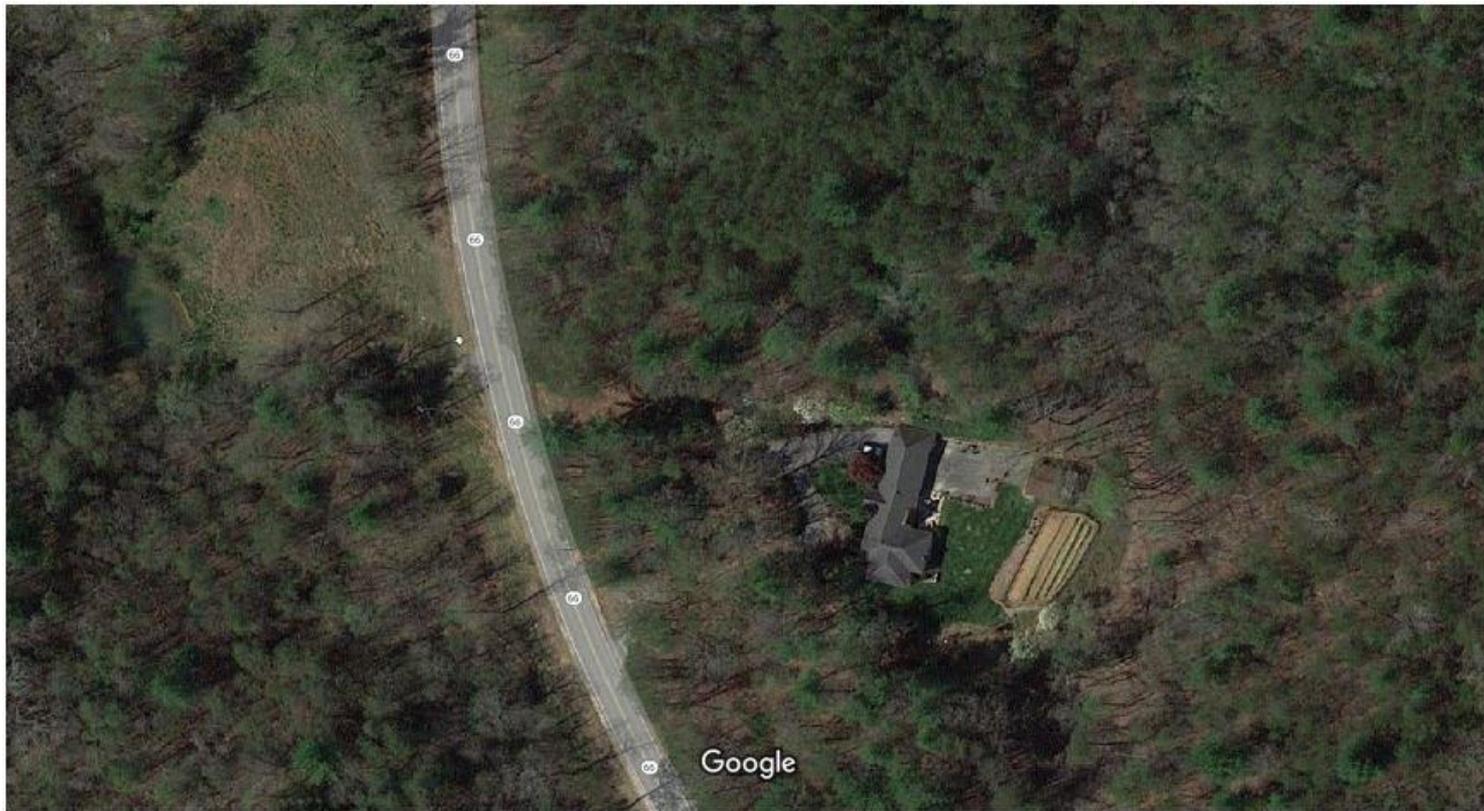
# Parcel 15 Impacts

## Improvements

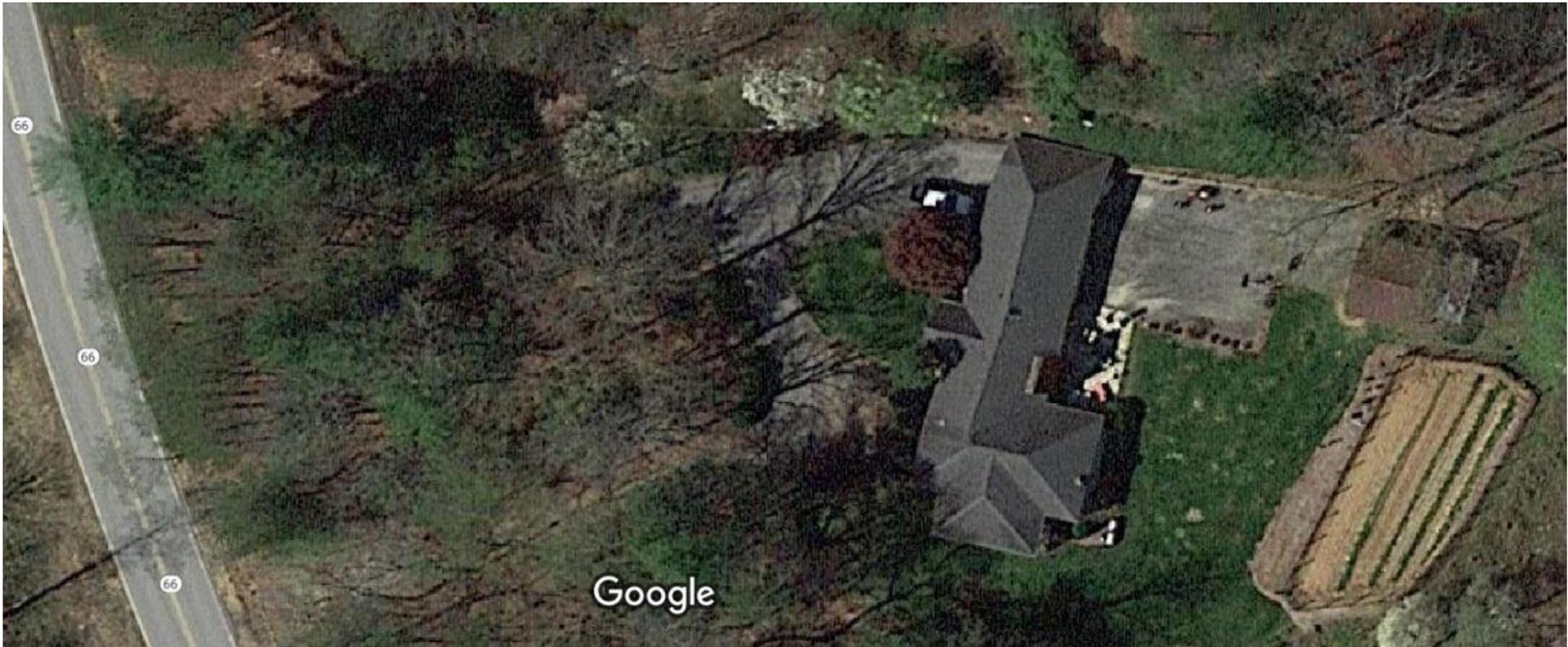
- Proximity?
  - 195 to old road
  - 125 to new road
  - To new RW line
  - To existing RW line
  - To Swale/ditch
- Driveway
- Location
- Circulation
- Mailbox
- Drainage/Rip Rap



# Parcel 15 Impacts

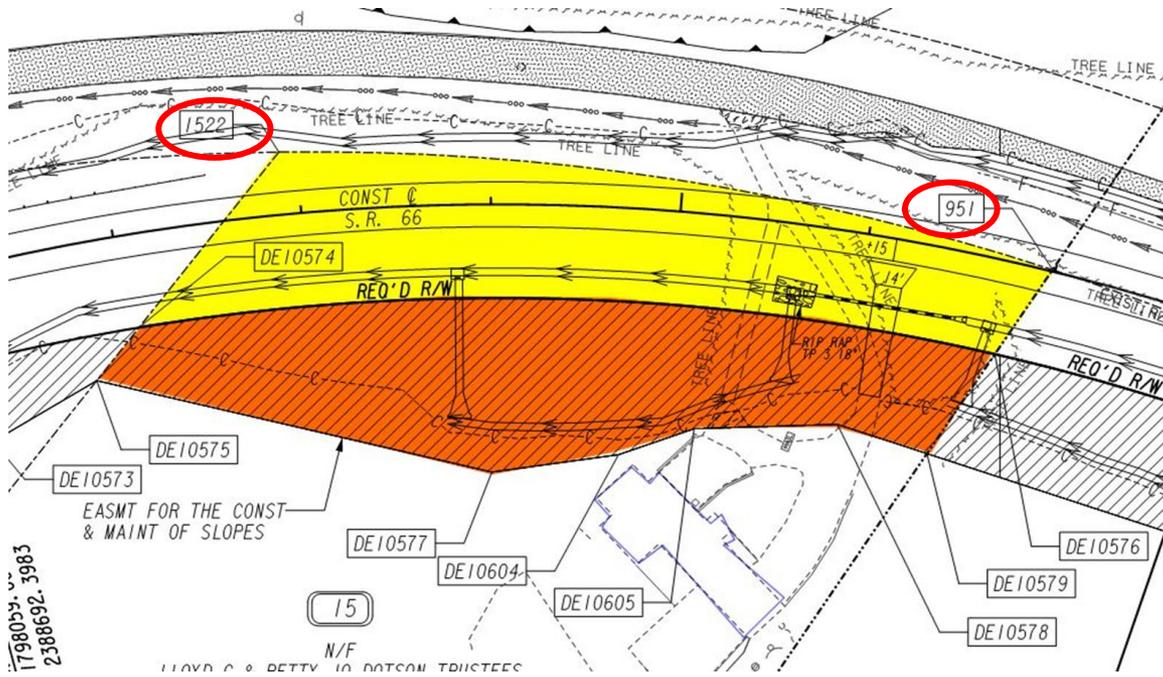


# 15 Aerial



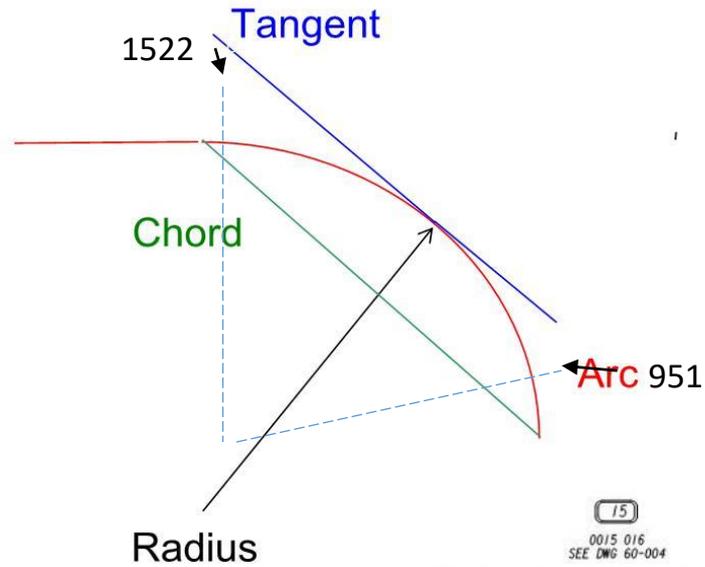
## 15 View from Existing Road





15  
0015 016  
SEE DWG 60-004

PARCEL 15 REQ'D R/W				
PNT	OFFSET/DIST	STATION/BEARING	ALIGNMENT	
1522	33.45 L	42+91.30	SR 66	
ARC LENGTH = 414.19				
CHORD BEAR = N 25°20'10.5" W				
LNTH CHORD = 412.25				
RADIUS = 1236.54				
DEGREE = 4°38'00.8"				
951	54.33 L	46+98.45	SR 66	
DE10576	50.00 R	46+79.11	SR 66	
ARC LENGTH = 453.80				
CHORD BEAR = S 32°18'14.9" E				
LNTH CHORD = 450.87				
RADIUS = 1150.00				
DEGREE = 4°58'56.1"				
DE10574	50.00 R	42+05.58	SR 66	
1522	33.45 L	42+91.30	SR 66	
REQ'D R/W = 29815.98 SF				
REQ'D R/W = 0.684 ACRES				
REMAINDER = +/- 4.63 ACRES				

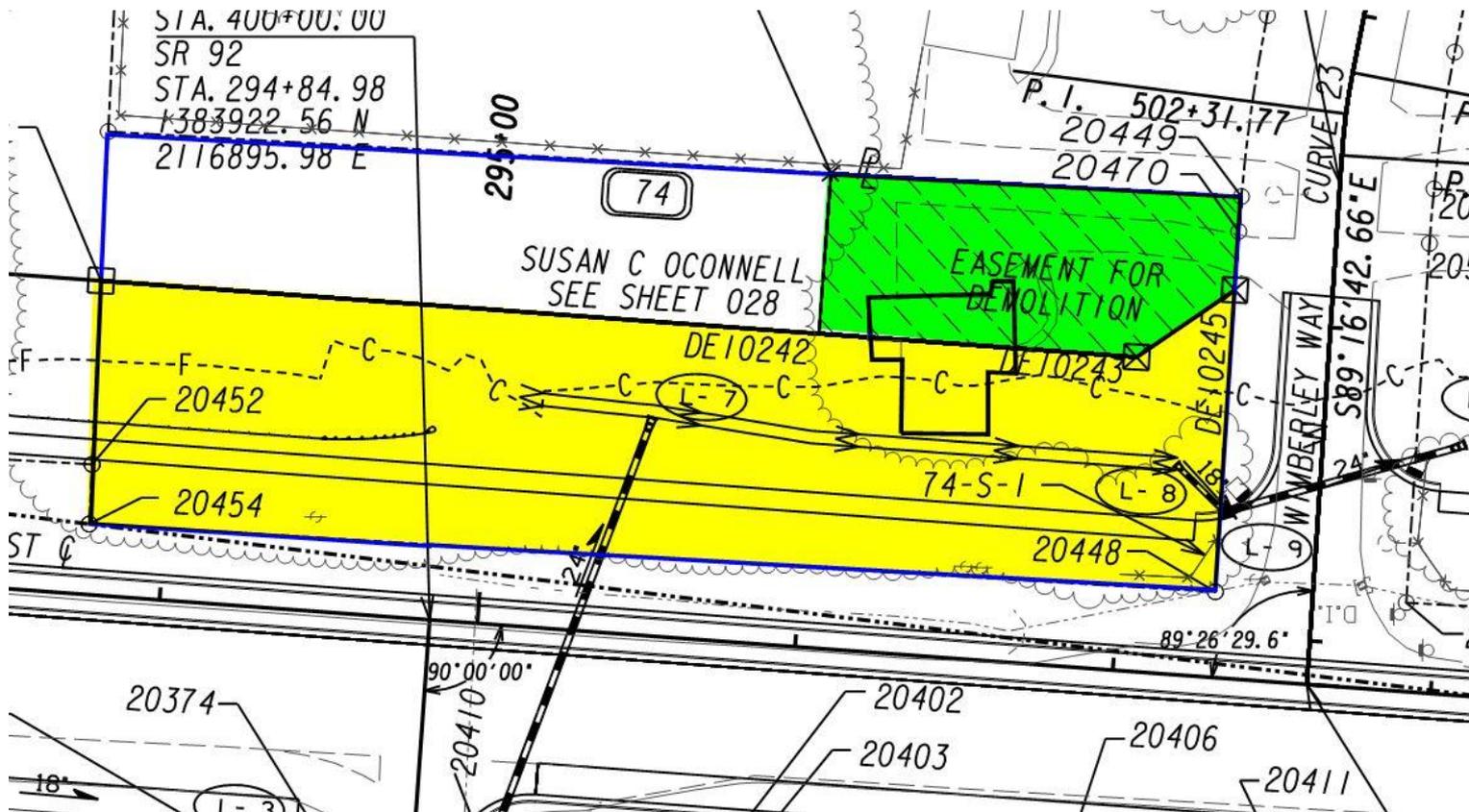


(15)  
0015 016  
SEE DWG 60-004

PARCEL 15	REQ'D R/W			
PWT	OFFSET/DIST	STATION/BEARING	ALIGNMENT	
1522	33.45 L	42+91.30		SR 66
ARC LENGTH	414.19			
CHORD BEAR	N 25° 20' 10.5" W			
LNTH CHORD	412.25			
RADIUS	1236.54			
DEGREE	4° 38' 00.8"			
951	0.92 L	46+98.45		SR 66
	54.33	N 89° 51' 47.7" E		
DE10576	50.00 R	46+79.11		SR 66
ARC LENGTH	453.80			
CHORD BEAR	S 32° 18' 14.9" E			
LNTH CHORD	450.87			
RADIUS	1150.00			
DEGREE	4° 58' 56.1"			
DE10574	50.00 R	42+05.58		SR 66
	119.15	N 85° 58' 47.4" W		
1522	33.45 L	42+91.30		SR 66
REQ'D R/W	29815.98 SF			
REQ'D R/W	0.684 ACRES			
REMAINDER	+/- 4.63 ACRES			

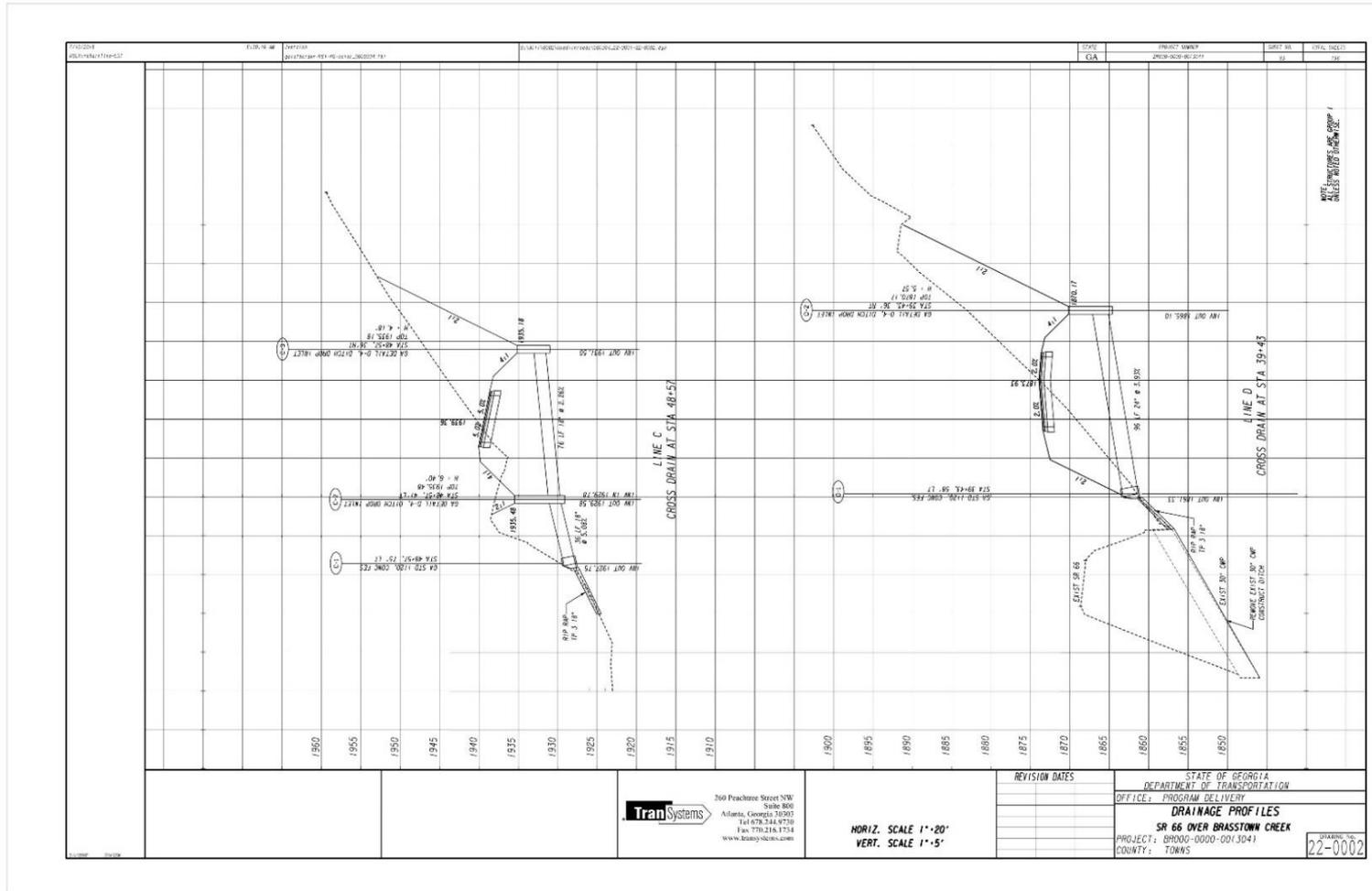
# Uneconomic Remnants

Always the option of the owner – not required Right of Way

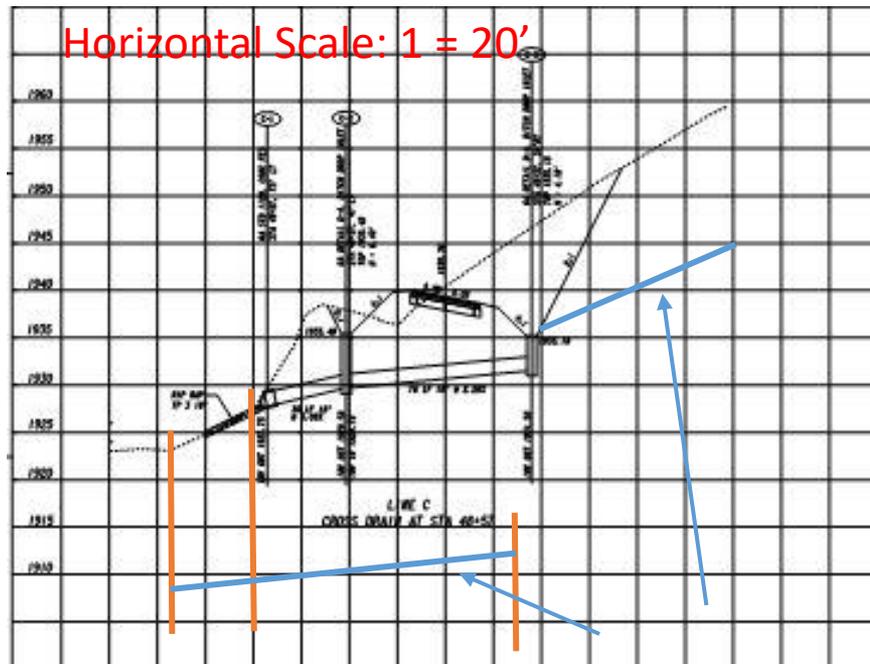




# Cross-sections: Axis Scale Differences

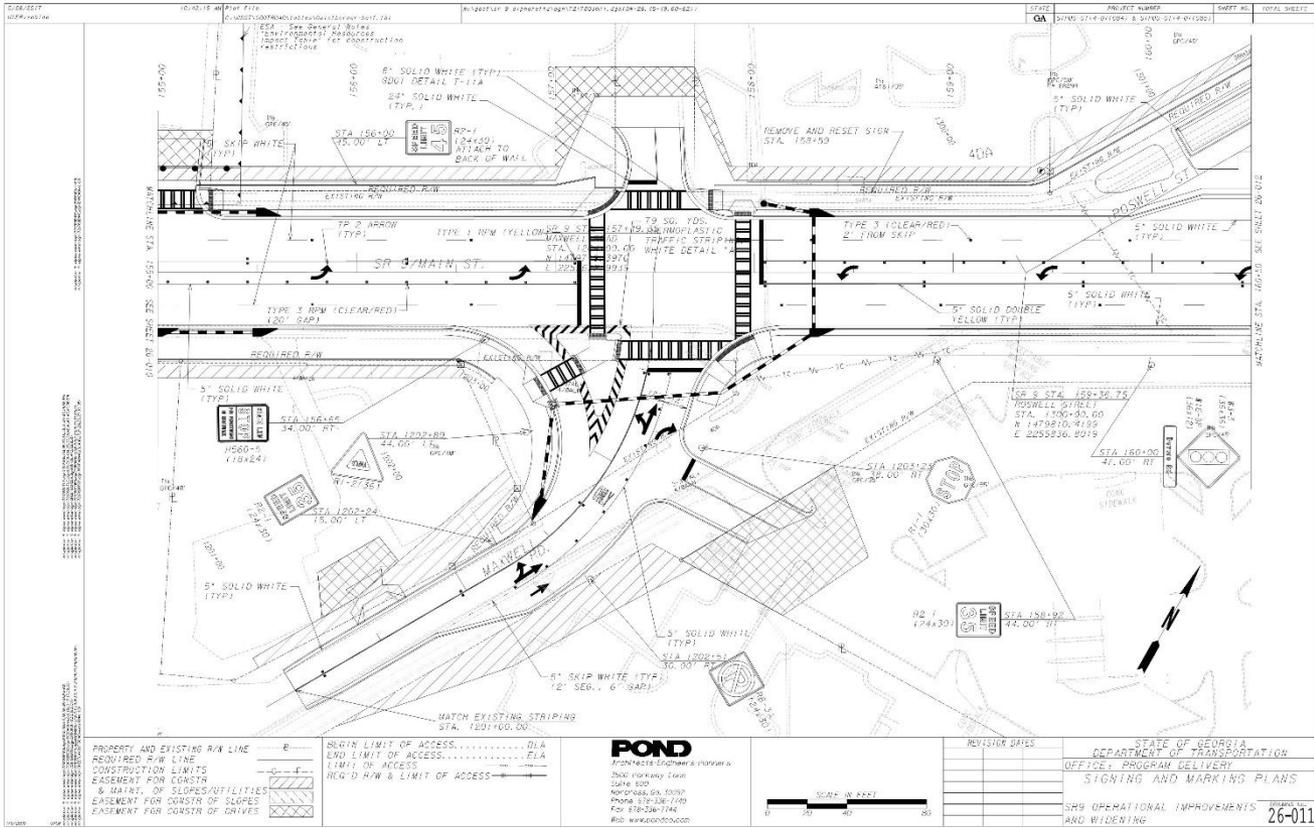


# Visual Impact of Scale Differences



Vertical  
Scale 1"=5'

**PRELIMINARY**



**Signing & Marking**

- Signs
- Stop Bars
- Turn Arrows
- Cross-Walks
- Traffic Control Devices



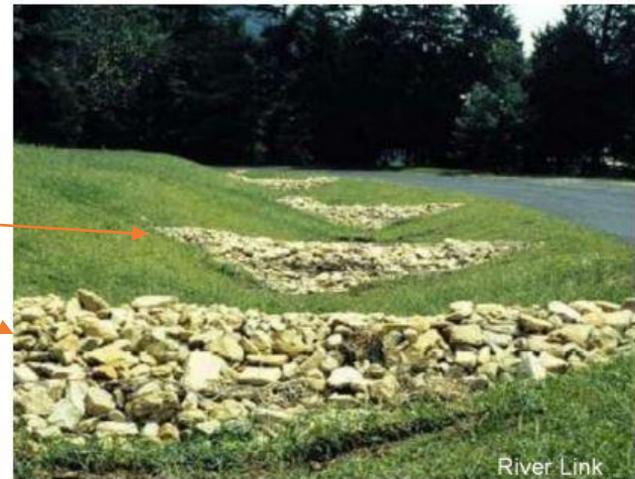
Box Culvert  
Culvert –wing wall



Triple Box Culvert



Bridge – Wing Wall – Guard Rail





Clearing & Grubbing



Slope Drain w/rip rap  
Drop Inlet/Silt Fence



Metal Inlet





Foundation Support Works  
Anchored Wall (tendons-nails)



Guard Rail - Slope

Section 515: Handrail—Ferrous Metal and Pipe



Mechanically Stabilized Wall  
Sound Wall



Figure 5.3-1 Examples of a Dry (left) and a Wet Swale (right) (source: Georgia Stormwater Management Manual [GSMM], Volume 2)



Temporary Sediment Basin



## Underground Storage Tank (UST) Removal



# Construction Features



Concrete Flume



Depressed, Grassed Median



Raised Grassed Median

# Construction Features

## Pedestrian Facilities



# Construction Features

## Drainage – Rip Rap



# Construction Features

## A Proximity Problem



**State of Georgia**  
**Department of Transportation**

# Drainage Design for Highways

<http://www.dot.ga.gov/PartnerSmart/DesignManuals/Drainage/Drainage%20Manual.pdf>



## **Drainage Design for Highways**

5/9/2018

Revision 3.3

Atlanta, Georgia 30308



Skills Development Series

<http://www.dot.ga.gov/PS/Training#tab-2>

# Basic Highway Plan Reading



Revised May 1, 2008

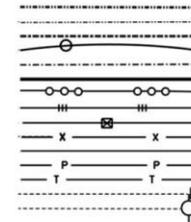
### CONVENTIONAL SYMBOLS

State or County Line  
City Limit Line  
Property Line  
Survey or Base Line

Right of Way Line

Fence  
Railroads  
Power Line  
Telephone Line  
Power Poles  
Telephone or Telegraph Poles

Existing  
Required  
Limit of Access  
R/W & Limit of Access  
R/W Marker



### RIGHT OF WAY (ROW) SYMBOLS

Begin Limit of Access  
End Limit of Access  
Limit of Access  
R/W and Limit of Access

Property and Existing R/W Line

Required R/W Line

Construction Limits C = Cut  
F = Full

Easement For Constr & Maintenance Of Slopes (Permanent)

Easement For Constr Of Slopes (Temporary)

Easement For Const Of Drives (Temporary)

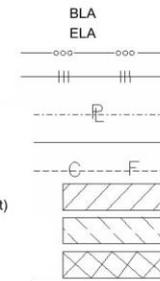


Figure 6-7. Conventional and Right of Way (ROW) Symbols



# Law & Regulations

# Consultant Right of Way Training



# Consultant Right of Way Training

## Laws & Regulations

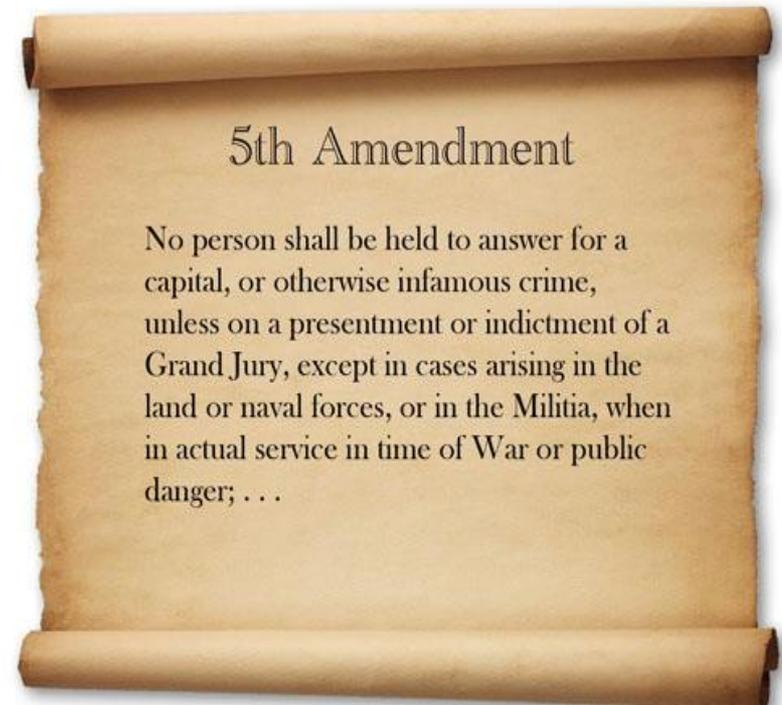
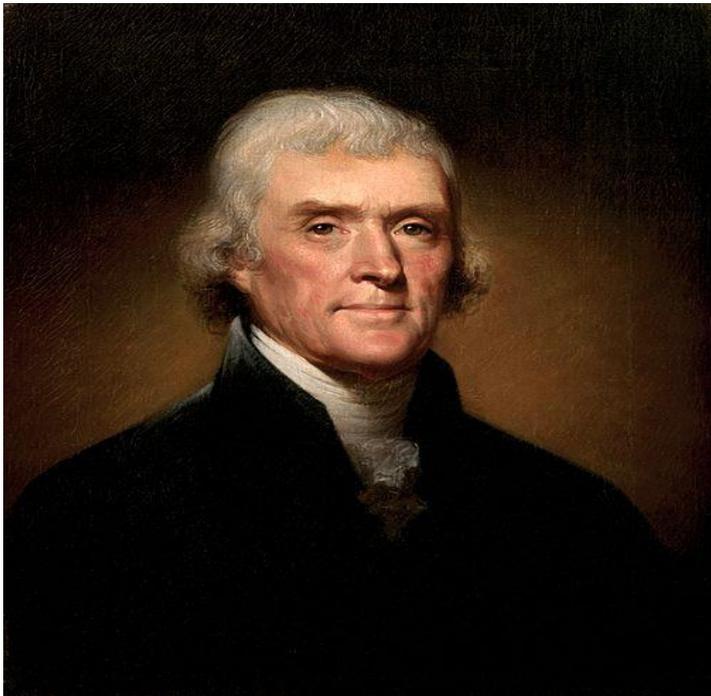
- 23 CFR Part 710 Right of Way Program Administration
- 49 CFR Part 24 The Uniform Relocation Assistance & Real Property Acquisition Act of 1970
- OCGA Title 32 Highway, Bridges & Ferries
- OCGA Title 22 Eminent Domain
- Right of Way Manual



# Laws & Regulations

## 5<sup>th</sup> Amendment

...Nor shall private property be taken for public use without Just Compensation



# Purpose of the Uniform Act

To encourage and expedite the acquisition of real property by agreement with owners, to avoid litigation and relieve congestion in the courts to assure consistent and fair treatment of owners in the many Federal Programs, and to promote confidence in Federal Land Acquisition Practices.



# Purpose of the Uniform Act

## Decent Safe & Sanitary Housing

To ensure that no one family is displaced unless Decent, Safe and Sanitary (DS &S) housing is available

## Avoid Delays

To encourage and expedite acquisition by agreement

Minimize litigation

## Promote Confidence

Public Confidence in Federal Aid Acquisition Programs

# Basic Requirements of 49 CFR Part 24

- Appraise FMV of property to be acquired
- Review Appraisals
- Offer no less than FMV
- Offer must be in writing
- Relocate residences, businesses and others
- Provide Relocation Advisory Services
- Payment before possession



# **GDOT Organization**

## **Consultant Right of Way Training**



# Consultant Right of Way Training

## GDOT Organization

### General Office

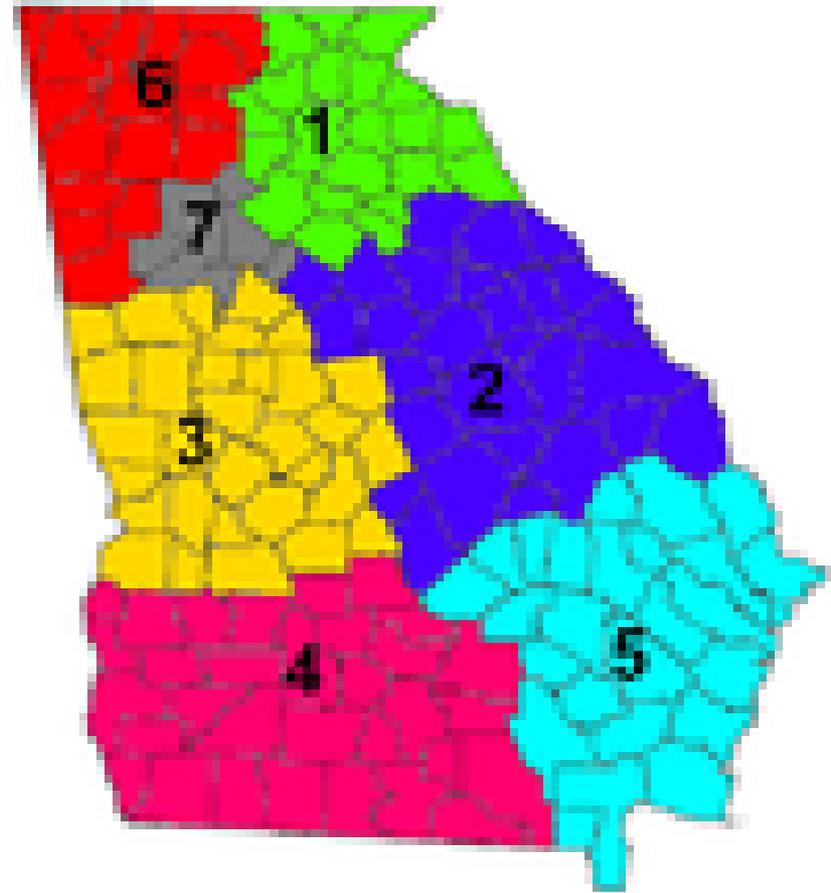
Senior Management & Roles

### Districts

Acquisition Managers

### Program Delivery

Project Managers





# Appraisal Process Consultant Right of Way Training

**Eric K. Murray**



# Pre-Acquisition The Appraisal Process

Cost Estimate

Data Book

Appraisals



# Pre-Acquisition

## The Appraisal Process

### Cost Estimates

- No consequential Damages are anticipated
- Value is \$15,000 or less
- Cost Estimate Values are approved for 60 days
- The offer that is made must be the value listed on the Cost Estimate

# Pre-Acquisition

## The Appraisal Process

### Data Book

- No consequential Damages are anticipated
- Value is \$25,000 or less
- Range of Values are approved for 60 days
- This method is seldom used

# Pre-Acquisition

## The Appraisal Process

### Appraisals

- Consequential Damages are anticipated
- The estimated value is over \$25,000
- The Property Owner elects to have an appraisal prepared

# Consultant Right of Way Training

## Pre-Acquisition

## The Appraisal Process

- Non Compensable Items
- Donations
- Donations must be unsolicited

# Appraisal Process

## The Five Step Process

- (1) Determine the fair market value of the entire tract of property before any part is taken;
- (2) The value of the partial portion taken considered as a part of the whole tract;
- (3) the value of the remaining tract but just before the taking; i.e., the value of the remainder as a part of the whole by subtracting the value of a part taken from the value of the entire property;
- (4) the market value of the remainder just after the taking, considering the negative impact of the separation of the part from the whole; and
- (5) The positive impact of the taking of the part upon the value of the remainder just after the taking. Obviously steps 4 and 5 dealing with consequential damages must be determined separately from steps 1, 2, and 3 in as much as actual value is determined separately from consequential damages which may be added to but cannot be deducted from the value of the part taken.

# Appraisal Process

## The Five Step Process

(2) The value of the partial portion taken considered as a part of the whole tract;

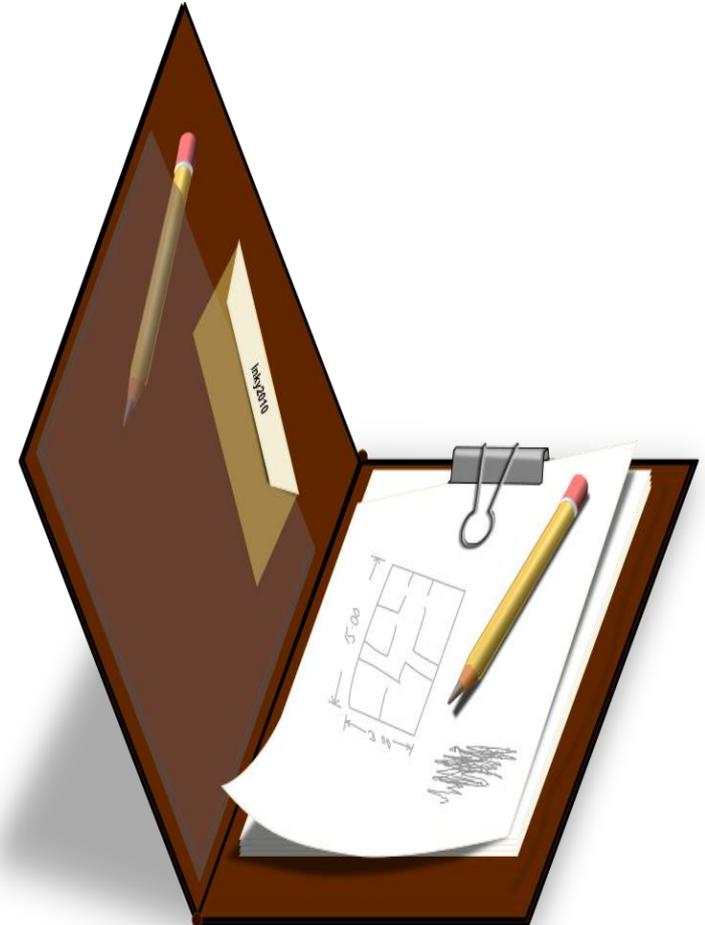


# Appraisal Process

## Types of Appraisals

388-C Summary Report (Strip Take)

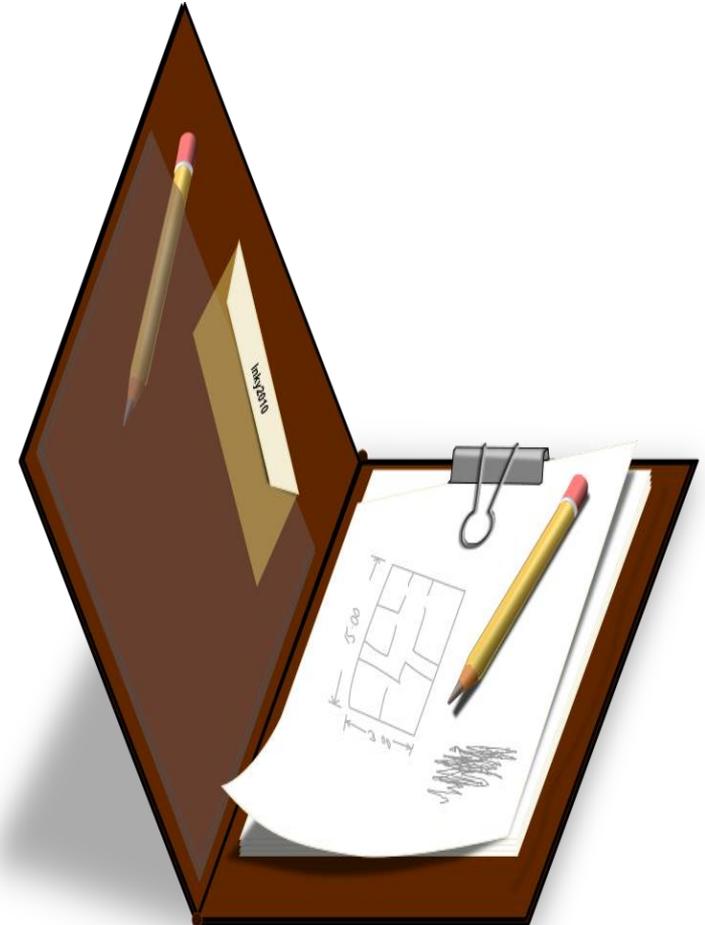
388-N Before & After (Narrative)



# Appraisal Process

**532 Review Appraisers Report**

**The Official Fair Market Offer**



# Right of Way Acquisition

Bundle of Rights

Right of Way (Fee Simple)

Easements

Permanent Easements

Temporary Easements





# Performance Management

# Consultant Right of Way Training



# Consultant Right of Way Training

## Right of Way Acquisition

## Performance Management

14 days to make 1<sup>st</sup> Contact with Property Owner

7 days to make Contact with other interest

30 to 60 days to complete negotiations

**GDOT is like a big ship when it gets to you, you have to be ready to go.**



# Right of Way Acquisition

- **Read the Appraisal & 532 Reviewer Report**
- **Be familiar with the Property**
- **Negotiations Records**
- **Be mindful of the schedule**
- **Elevate when necessary**





# Right of Way Acquisition

# Consultant Right of Way Training



# Right of Way Acquisition

- Offer must be made in writing (Offer Letter)
- Summary Statement Basis for Just and Adequate Compensation
- Receipt for Brochure
- Availability of Incidental Payment Letter
- Option for Right of Way
- Owner's Acknowledgement of Plans & Explanation

# Right of Way Acquisition Methods of Making Offers

1. In Person
2. Certified Mail
3. Do not make offer over the phone
4. Technology?



# Right of Way Acquisition

## Sharing Appraisal Information

- Do not give the property owner a copy of the Appraisal
- Items you can share with the property owner
  1. Comparable Sales
  2. Cost to Cure Information



# Right of Way Acquisition Negotiator Responsibility

- Explain the basis of the offer to property owner
- Procedures including its payment of incidental expenses
- Owner must be given reasonable opportunity to consider the offer

# Right of Way Acquisition Negotiator Responsibility

- **No Coercive Action in order to induce an agreement**
- Remember that the owner knows more about his property than you do
- Listen to the property owner

# Right of Way Acquisition Complex Negotiations

- Leasehold Estate
- Life Estates
- Corporation
- Churches
- Multiple Interests

# Right of Way Acquisition Negotiation Records

If it is not written in the negotiation records,  
it did not happen.

- Dated
- Legible
- Detailed (not a novel)
- Signed





# **MOCK NEGOTIATIONS**

## **Consultant Right of Way Training**

### **Classroom Activity**



# Right of Way Acquisition Closings

- Closings will be conducted by GDOT Attorney (SAAG)
- Lien Release for Property Acquisitions less than \$15,000
- Examine title certificate and discuss potential issues with property owner
- Ensure all interests have been acquired

# Right of Way Acquisition Closings

- Right of Way Deeds
- R-Parcels
- Settlement and Disbursement Statement
- IRS 1099-S Form
- Owner's Affidavit
- Final Title Certificate
- Quit-Claim Deed



Georgia Department of Transportation

# Property Management

# Consultant Right of Way Training



# Property Management Mission

Responsible for the timely demolition and removal of structures, signs, billboards, fences and underground storage tanks and other trade fixtures from the GDOT right of way.

# Property Management

Property Management begins and ends with the cooperation between the acquisition team/ consultants and the property management team. Once the parcels are acquired the property management begins.

# Property Management

Notice to Vacate

**Property Management**

PM-14 R/W Improvement Status

PM-15 Trade Fixtures & Sign Inventory



# Property Management

- If there are structures located within the required Right of Way the Right of Way shall be cleared prior to Certifying the Project
- Underground Storage Tanks (UST's) & Monitoring Wells (Please contact GDT Property Management Office)



# Negotiations

## Consultant Right of Way Training



# Negotiations

- Breakdown in Negotiations
- Irate Property Owners
- Condemnation



# Consultant Right of Way Training

## Condemnation

- Title Certificates should be within 6 months of current date
- Appraisal Reports should be within 12 months of current date



# Consultant Right of Way Training Certification

- (1) Preconstruction Status Report
- (2) ROW Project Status Report
- (3) Relocation Advisory Service Certificate
- (4) Relocation Status Report

# Certification

- (5) Right of Way Improvement Status
- (6) Trade Fixture and Sign Inventory Report
- (7) Copies of all Right of Entries & Options  
w/Special Stipulations
- (8) Copy of cover sheet highlighting outstanding  
parcels

# Consultant Right of Way Training Certification

Certifications are due in the Right of Way office by the date listed on the Critical Events schedule.

**January 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**March 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**May 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**June 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**July 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# Wrap UP

# Questions